

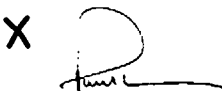


For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details	
Company number	0 4 1 7 7 8 2 6
Company name in full	MNI (Scarcroft) Limited
→ Filling in this form Please complete in typescript or in bold black capitals	
2 Liquidator's name	
Full forename(s)	Paul David
Surname	Williams
3 Liquidator's address	
Building name/number	The Shard, 32
Street	London Bridge Street
Post town County/	London
Region	
Postcode	S E 1 9 S G
Country	United Kingdom
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	2	^d	9	^m	0	^m	6	^y	2	^y	0	^y	2	^y	1
To date	^d	2	^d	8	^m	0	^m	6	^y	2	^y	0	^y	2	^y	2
7	Progress report															
<input checked="" type="checkbox"/> The progress report is attached																
8	Sign and date															
Liquidator's signature	Signature															
	 X															
Signature date	^d	2	^d	5	^m	0	^m	8	^y	2	^y	0	^y	2	^y	2

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 **Matthew Mills**

Company name **Kroll Advisory Ltd.**

Address **The Shard**

32 London Bridge Street

Post town **London**

County/Region

Postcode **S E 1 9 S G**

Country **United Kingdom**

DX

Telephone **+44 (0) 20 7089 4768**

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

25 August 2022

Progress Report to Creditors

MNI (Scarcroft) Limited (In Creditors' Voluntary Liquidation)

Liquidators' Progress Report to Creditors
for the period from 29 June 2021 to 28 June 2022

Kroll Advisory Ltd.
The Shard
32 London Bridge Street
London
SE1 9SG

Definitions

Word or Phrase	Definition
the Act	The Insolvency Act 1986 (as amended)
Addleshaw Goodard	Addleshaw Goddard LLP, the Former Joint Administrators' and Bank Leumi's solicitors
the Administration Appointment Date	23 December 2015, being the date of appointment of the Former Joint Administrators
the Appointment Date	29 June 2021, being the date of appointment of the Joint Liquidators
Bank Leumi / the Secured Creditor	Bank Leumi (UK) plc, with whom the Company banked and the holder of fixed and floating charges over the Company's assets
BEIS	Department for Business, Energy & Industrial Strategy
Category 1 Expenses	The Liquidators' expenses, in dealing with the liquidation, to persons providing the service to which the expense relates and who are not an associate of the Liquidator. These expenses can be paid without prior approval
Category 2 Expenses	The Liquidators' expenses, in dealing with the liquidation, to associates or where there is an element of shared costs. Such expenses require approval by creditors before payment
the Company	MNI (Scarcroft) Limited (In Creditors' Voluntary Liquidation) (Company Number: 04177826)
the Director	David Newett, the sole Director of the Company at the Appointment Date
Kroll	Kroll Advisory Ltd. (formerly Duff & Phelps Ltd.), The Shard, 32 London Bridge Street, London, SE1 9SG
ERV	Estimated Realisable Value
The Fixed Charge Receivers	Joseph Antony Pitt and James Robert Scott Davies both of Fraser Real Estate Limited (formerly of BNP Paribas Real Estate UK Limited)
the former Joint Administrators / Joint Liquidators / Liquidator	Jason James Godefroy and Paul David Williams of Kroll. Note that Jason James Godefroy resigned as Joint Liquidator on 9 December 2021 and Paul David Williams is continuing in office as the sole Liquidator
HMRC	HM Revenue and Customs

Word or Phrase	Definition
NPower	Npower Yorkshire Limited
Preferential Creditor/s	A creditor with a claim that ranks in priority to other unsecured creditors, to floating charge holders and the prescribed part. Preferential debts are either 'ordinary', such as certain employee claims, or 'secondary', such as HMRC's claims for VAT and PAYE income tax, which will rank for payment after the ordinary preferential claims are paid in full
the Previous Reports	The Joint Administrators' Progress Reports to Creditors dated 22 July 2016, 5 October 2016, 4 May 2017, 1 November 2017, 2 May 2018, 1 November 2018, 1 May 2019, 2 March 2020, 30 April 2020, 30 October 2021, 30 April 2021 and the Joint Administrators' Final Report to Creditors dated 21 June 2021
the Property	East Side of Wetherby Road, Scarcroft, Leeds, LS14 3HX
Prescribed Part	Pursuant to Section 176A of the Act where a floating charge is created after 15 September 2003 a designated amount of the Company's net property (floating charge assets less costs of realisation) shall be made available to non-preferential unsecured creditors
the Proposals	The Joint Administrators' Report to Creditors and Statement of Proposals dated 12 February 2016
the Reporting Period	The period 29 June 2021 to 28 June 2022
the Rules	The Insolvency (England & Wales) Rules 2016 (as amended)
SIP 9	Statement of Insolvency Practice 9 – Industry Best Practice for Insolvency Practitioners in relation to disclosure of remuneration and expenses
SOA	Statement of Affairs, documentation supplied by the Director outlining the Company's financial position as at the commencement of the Liquidation / Administration

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1. Introduction

The purpose of this progress report is to detail the Liquidator's acts and dealings together with the conduct of the Liquidation since the Liquidation Appointment Date.

The Former Joint Administrators were appointed on the Administration Appointment Date by Bank Leumi, the holder of a qualifying floating charge under Paragraph 14 of Schedule B1 to the Act.

The Administration was concluded, and the Former Joint Administrators filed the relevant notices to place the Company into Creditors' Voluntary Liquidation.

Paul Williams and Jason Godefroy were appointed Joint Liquidators of the Company on the Liquidation Appointment Date, pursuant to Section 100 of the Act, being the date that the Administration ended.

Since the Liquidation Appointment Date, Jason Godefroy has resigned as Joint Liquidator and Paul Williams is now the sole Liquidator.

This progress report provides an update on the Liquidation of the Company for the Reporting Period. It should be read in conjunction with the Previous Reports and Proposals.

A glossary of the abbreviations and definitions used throughout this document is provided above.

2. Progress of the Liquidation

2.1 Strategy and Progress to Date

The Liquidator has continued to monitor the recovery strategy in respect of a possible claim that the Joint Liquidators may be able to bring on behalf of the Company which could result in further realisations for the Liquidation estate. Please refer to Section 2.2.1 for further information.

The Liquidator has also remained focussed on their ongoing investigations into the Company's affairs. The details of which are largely sensitive and cannot be disclosed at this stage, since doing so may prejudice the outcome. Please refer to Section 3 for further information.

2.2 Asset Realisations

2.2.1 The Property

As previously reported, the Company's sole remaining asset at the Administration Appointment Date, being the Property, has been dealt with by the Fixed Charge Receivers and was realised in the Administration.

The sale of the Property completed on 24 February 2021 and the confirmed purchase price was £11,000,000.

During the Reporting Period, the Liquidator has received a finalised outcome statement from the Fixed Charge Receiver which has confirmed that, together with the rental income received during the Cumulative Period, combined gross realisations in relation to the Property total £14,391,233.

Some further utility costs were paid in the Reporting Period by the Fixed Charge Receiver and, therefore, after having discharged the Receivers costs and all other costs associated with the sale and the management of the Property prior to the sale, net realisations of £13,540,264 have been achieved from the Property.

As at the date of the sale, after having applied all interest and charges, the balance owed to Bank Leumi totalled £14,086,813.

The Fixed Charge Receiver has now made distributions to the bank totalling £13,540,264 from the net realisations from the Property, of which £485,308 were completed in the Reporting Period.

There will be no further distributions to Bank Leumi in relation to their fixed charge from the sale of the Property.

3. Investigations

The Former Joint Administrators complied with their statutory obligation to file a report with BEIS regarding the conduct of all directors of the Company who served in the three years prior to the Administration Appointment Date. The content of this report is confidential.

The Liquidator is not required to file a further report in the Liquidation with the BEIS in the absence of any new material information coming to light.

The Former Joint Administrators carried out extensive investigations into the Company's affairs which has involved forensically analysing the Company's electronic records, hard copy files, banking records and accounting systems.

The Former Joint Administrators specifically focussed their investigations into several payments that were made from the Company's bank account in the period leading to the Administration, to see if any causes of action may arise which may result in recoveries for the Administration estate.

The Liquidator has continued the investigations during the Reporting Period and significant work has been conducted to understand the recovery prospects should any such claim be taken forward. This is not only critical in understanding whether the Liquidator would be willing to take a claim forward but also whether any solicitor would be willing to take on a claim.

Having conducted this review, the Liquidator has thereafter engaged with a firm of solicitors on a conditional fee arrangement basis to progress a claim to recover the monies for the benefit of the Liquidation estate.

Discussions in this regard remain ongoing, as does discussions with the relevant party from which recovery action is being considered. The Liquidator is unable to disclose any further information on their investigations at this stage in order not to prejudice any potential claims.

A further update will be provided in the Liquidator's next report to creditors.

4. Dividend Prospects / Prescribed Part

4.1 Secured Creditors

Bank Leumi

In consideration for monies advanced under a loan, the Company granted Bank Leumi a debenture dated 22 July 2010, which confers fixed and floating charges over the assets of the Company.

As per the SOA, the indebtedness to Bank Leumi totals £11,355,000. It should be noted that this balance appears to exclude the exit fee and would not reflect accruing interest from the Administration Appointment Date.

As noted in Section 2 above, after having applied all interest and charges, the balance owed to Bank Leumi totalled £14,086,813 as at the date of the sale of the Property.

The Fixed Charge Receiver has made distributions to the bank totalling £13,540,264 from the net realisations from the Property, of which £485,308 were completed in the Reporting Period.

There will be no further distributions to Bank Leumi in relation to their fixed charge from the sale of the Property.

There may however be an additional small distribution to be made to Bank Leumi should any recoveries be achieved in respect of the claim referred to in Section 3. Bank Leumi will not be repaid in full.

A further update will be provided in the Liquidator's next report to creditors.

NPower

There is a charge dated 10 January 2003 in favour of NPower which the Liquidator understands secures an overage provision in favour of NPower. This charge is subordinated to that of Bank Leumi.

As above, there have been insufficient realisations from the Property to repay Bank Leumi in full and, therefore, there will be no payment to NPower under its security, in accordance with an intercreditor deed which subordinates its charge to that of Bank Leumi.

A non-preferential unsecured claim totalling £237,000 has been received from NPower in respect of a duplicate payment of a quarter's rent in February 2015.

4.2 Preferential Creditors

Pursuant to the SOA, there are no preferential creditors as the Company did not have any employees. No claims have been received to date.

4.3 Prescribed Part

Although the security was created post 15 September 2003, it is anticipated there will not be a Prescribed Part dividend due to insufficient floating charge asset realisations.

This will however be subject to the level of realisations from the claim referred to at Section 3.

Should creditors have not yet completed a Proof of Debt form but wish to do so, please complete and return the form to this office. A Proof of Debt form can be found at Appendix 6.

4.4 Non-Preferential Unsecured Creditors

According to the SOA, non-preferential unsecured creditors comprised of a claim from HMRC for outstanding VAT liabilities totalling £51,896.

In the Liquidation to date, claims of £51,870 and £2,231 have been received from HMRC and Leeds City Council, respectively. As noted at Section 4.1, a non-preferential unsecured claim has also been received from Npower in the total sum of £237,000.

As advised in the Previous Reports and the Proposals, based on current information available, it is anticipated that there will be insufficient asset realisations to enable a dividend to be paid to non-preferential unsecured creditors.

5. Costs and Expenses

5.1 The Former Joint Administrators' / Liquidator's Time Costs

The Former Joint Administrators' basis of remuneration was approved by the Secured Creditors to be fixed by reference to the time properly incurred by them and their staff in attending to matters arising in the Administration (based on standard hourly charge out rates).

The basis of remuneration continues in the Liquidation and the Liquidator is not required to seek further approval for the basis of their remuneration.

The Former Joint Administrators incurred time costs totalling £140,497 in the Administration, representing 441 hours at an average hourly rate of £318. A breakdown of this can be found in the Previous Reports.

The Liquidator has incurred time costs totalling £17,383 in the Reporting Period, representing 47 hours at an average hourly rate of £372.

Time is charged in six-minute units. A breakdown of the time costs incurred during the Reporting Period can be found at Appendix 3.

5.2 The Former Joint Administrators' / Liquidator's Time Remuneration

The Former Joint Administrators also received approval for their revised Fee Estimate from the Secured Creditors for £125,009. This is in relation to time spent in the Administration only.

The Liquidator has not yet sought approval of a further Fee Estimate in the Liquidation as it is not currently considered that there will be sufficient realisations to enable discharge of the outstanding Administration costs in full.

The Former Joint Administrators had not drawn any remuneration and, therefore, their outstanding costs (to their Fee Estimate) totalled £125,009 on the Appointment Date. The Liquidator will seek to discharge these costs from asset realisations to the extent possible.

During the Reporting Period, the Liquidator drew remuneration totalling £45,732 in respect of the outstanding Former Joint Administrators' time costs. This was paid directly by Bank Leumi from fixed charge realisations but is shown on the Receipts and Payments Account at Appendix 2 for transparency.

No remuneration has been drawn by the Liquidator in respect of time costs incurred during the Reporting Period.

A further update will be provided in the Liquidator's next report to creditors.

5.3 Expenses

Expenses are any payments from the Liquidation which are neither a Liquidator's remuneration nor a distribution to a creditor or member. Expenses also include disbursements. Disbursements are payments which are first met by the Liquidator and then reimbursed to the Liquidator from the Liquidation.

Expenses are divided into those that do not need approval before they are charged to the Liquidation (Category 1 Expenses) and those that do (Category 2 Expenses).

Category 1 Expenses are payments to persons providing the service to which the expense relates who are not an associate of the Liquidator.

Category 2 Expenses are payments to associates or which have an element of shared costs and require approval from creditors in the same manner as the Liquidator's remuneration, whether paid directly from the estate or as a disbursement.

Details of the expenses incurred during the Reporting Period are also attached at Appendix 3.

Category 1 Expenses incurred in the Reporting Period total £743, of which £499 have been paid. These were paid directly by Bank Leumi from fixed charge realisations. The remaining expenses remain unpaid. No Category 2 Expenses have been incurred or paid.

Category 1 Expenses totalling £37,922 were paid in the Reporting Period directly by Bank Leumi from fixed charge realisations which related to expenses incurred by the Former Joint Administrators in either the Administration period or in the pre-Administration period.

There are no further unpaid expenses from the Administration to be discharged by the Liquidator.

5.4 Additional Information

At Appendix 4 is a narrative summary of the work carried out to assist creditors in understanding the progress of the Liquidation, the associated costs and expenses of the related activities and the financial benefit to creditors.

Details of how to obtain further information relating to the fees, expenses and disbursements of the Liquidator is set out in Appendix 5.

6. Liquidator's Receipts and Payments Account

A detailed Receipts and Payments Account is shown in Appendix 2.

7. Conclusion

Creditors will receive formal reports annually until the conclusion of the Liquidation.

In the meantime, if you require any further information, please contact the Liquidator at adam.beck@kroll.com.

Yours faithfully
For and on behalf of
MNI (Scarcroft) Limited



Paul Williams
Liquidator

Appendix 1 – Statutory Information

Date of Incorporation	12 March 2001
Registered Number	04177826
Company Director	David Newett
Company Secretary	Glenn Maud
Shareholders	Glenn Maud 1 Ordinary share of £1 David Newett 1 Ordinary share of £1
Trading Address	Scarcroft Lodge / Estate Wetherby Scarcroft Leeds LS14 3HX
Registered Office	Current: The Shard 32 London Bridge Street London SE1 9SG Former: Thorp Arch Grange Walton Road Thorp Arch Wetherby LS23 7BA

Appendix 2 – The Liquidator's Receipts and Payments Account

MNI (Scarcroft) Limited (In Creditors' Voluntary Liquidation)

Liquidator's Receipts and Payments Account

The Reporting Period

From 29 June 2021

to 28 June 2022

(£)

Asset Realisations

Surplus from Administration

34.02

Contribution to Costs from Bank Leumi

99,480.02

99,514.04

Cost of Realisations

Former Joint Administrators' Remuneration

45,732.00

Legal Fees

36,672.30

Legal Disbursements

495.72

82,900.02

Balance

16,614.02

Represented By

Floating / Main Current Account

27.87

VAT Receivable

16,586.15

16,614.02

Appendix 3 – Analysis of Time Charged and Expenses Incurred

MNI (Scarcroft) Limited (In Creditors' Voluntary Liquidation)

Analysis of the Liquidator's time costs for the Reporting Period

Classification of Work Function	Managing Director	Hours				Total Hours	Time Cost (£)	Avg Hourly Rate (£)
		Manager	Senior	Assistant	Support			
Case Specific Matters								
Reviewing	0.00	0.80	2.30	0.00	0.00	3.10	1,457.00	470.00
Statutory Matters	0.00	8.00	6.60	6.50	0.00	21.10	7,537.00	357.20
Tax Affairs	0.00	0.60	0.00	1.50	0.00	2.10	507.00	241.43
Treasury Matters	0.00	0.00	4.80	3.70	0.00	8.50	2,756.00	324.24
Investigations								
Financial Review and Investigations (S238 / 239 etc)	0.00	10.20	0.00	1.50	0.00	11.70	5,094.00	435.38
Creditors								
Creditor Correspondence	0.00	0.00	0.00	0.20	0.00	0.20	32.00	160.00
Total Hours:	0.00	19.60	13.70	13.40	0.00	46.70		372.23
Total Time Costs (£):	0.00	9,114.50	6,096.50	2,172.00	0.00		17,383.00	

MNI (Scarcroft) Limited (In Creditors' Voluntary Liquidation)
Liquidator's Expenses Incurred for the Reporting Period

					Reporting Period	
Company	Type of Expense	Activity	Date of Instruction	Fee Basis	Amount Incurred (£)	Amount Paid (£)
Category 1 Expenses *						
Professional Advisors ** Addleshaw Goddard LLP	Legal Costs	Solicitors - Assistance with ad-hoc legal matters in the Administration and disbursements.	In Administration	Time Cost	Nil	37,168.02 ***
Wedlake Bell LLP	Legal Costs	Solicitors - Assistance with the review of the possible claim against a third party	In Administration	CFA	TBC	Nil
Brebners	Tax Returns	Tax Agent - Corporation Tax advice and returns.	In Administration	Time Cost	Nil	Nil
					TBC	37,168.02
Liquidator's Disbursements						
Addleshaw Goddard LLP	Legal Costs	Addleshaw Goddard legal disbursements	In Administration	As Incurred	Nil	600.00 ***
Bordereau	Statutory Compliance	Insurance bond required in accordance with statute	In Administration	Fixed Fee	Nil	20.00 ***
Total Data Management Limited	Statutory Compliance	Collection and storage of the Company's and the Former Joint Administrators' and Liquidator's books and records, in accordance with statutory requirements.	In Administration	Fee per Unit	5.00	26.56 ***
Statutory Advertising	Statutory Compliance	Advertising agent instructed to assist with statutory advertising	In Administration	Fee per Unit	238.68	84.60 ***
Accurate Mailing Services	Statutory Compliance	Mailing agent	In Administration	Fee per Unit	49.18	71.83 ***
Prontac Intelligence	Agents Costs	Agent engaged to conduct wealth reports to assist the Liquidator with the investigations			450.00	450.00
					742.86	1,252.99
Total Category 1 Expenses					TBC	38,421.01
Category 2 Expenses						
					Nil	Nil
Total Category 2 Expenses					Nil	Nil
Total Expenses						
					TBC	TBC

*All amounts exclude VAT.

** The Liquidator's choice of professional advisors was based on their perception of the experience and ability of the respective firms / individuals to perform their work, the complexity and nature of the assignment and the basis of their fee.

*** An element of all of this case was incurred in either the Pre-Administration or post Administration periods and paid in the Liquidation.

Appendix 4 - Fee Narrative

SIP 9 Narrative for the period the Reporting Period

Reviewing	<ul style="list-style-type: none">• Monitoring and reviewing the Liquidation strategy;• Briefing staff on the Liquidation strategy and matters in relation to workstreams;• Regular case management and reviewing of process including regular team update meetings and calls;• Meeting with management to review and update strategy and monitor progress;• Reviewing and authorising junior staff correspondence and other work;• Dealing with queries arising during the appointment;• Reviewing matters affecting the outcome of the Liquidation;• Allocating and managing staff / case resourcing and budgeting exercises and reviews;• Liaising with legal advisors regarding various instructions, including agreeing content of engagement letters; and• Complying with internal filing and information recording practices, including documenting strategy decisions.
Statutory and Compliance	<ul style="list-style-type: none">• Ensuring compliance with all statutory obligations within the relevant timescales;• Drafting and publishing this progress report; and• Reviewing time costs to date and producing analysis of time incurred which is compliant with SIP 9.
Tax	<ul style="list-style-type: none">• Analysing and considering the tax effects of asset sales;• Working on tax returns relating to the periods affected by the Liquidator;• Analysing VAT related transactions; reviewing the Company's duty position to ensure compliance with duty requirements; and• Dealing with post appointment tax compliance.
Cashiering	<ul style="list-style-type: none">• Preparing statutory Receipts and Payments Accounts; and• Renewing bonding and complying with statutory requirements.
Investigations	<ul style="list-style-type: none">• Managing and reviewing the Company books and records;• Investigating the affairs of the Company to identify any actions available to the Company against third parties in respect of antecedent transactions or other litigation;• Obtaining records from third parties;• Reviewing pre-appointment transactions; and• Documenting investigations.

Creditors

- Updating the list of unsecured creditors;
- Responding to enquiries from creditors regarding the Liquidation and submission of their claims;
- Reviewing completed forms submitted by creditors, recording claim amounts and maintaining claim records; and
- Providing written and oral updates to the Secured Creditors regarding the progress of the Liquidation and cases strategy.

Appendix 5 - Statement of Creditors' Rights

Rule numbers refer to Insolvency (England & Wales) Rules 2016 (as amended)

Section or paragraph numbers refer to Insolvency Act 1986

If you require a copy of any relevant rule or section, please contact adam.beck@kroll.com.

Information for Creditors on Remuneration and Disbursements of Liquidators

Information regarding the fees and disbursements of Liquidators, including details of the Kroll's disbursements policy and hourly charge out rates for each grade of staff that may undertake work on this case, is in a document called "Liquidation: A Creditor's Guide to Insolvency Practitioner Fees". This can be viewed and downloaded from Kroll's website at:

<https://www.kroll.com/en-gb/services/restructuring-advisory/creditor-guides-and-employee-fact-sheets>.

(Click on 'Liquidations' under the heading 'Creditor Guides')

Should you require a copy, please contact this office.

Creditors' Requests for Further Information

If you would like to request more information about the Liquidator's remuneration and disbursements disclosed in this progress report, you must do so in writing within 21 days of receiving this progress report.

Requests from unsecured creditors must be made with the concurrence of at least 5% in value of unsecured creditors (including, the unsecured creditor making the request) or with the permission of the Court.

Creditors' Right to Challenge our Remuneration and Expenses

If you wish to challenge the basis of the Liquidator's remuneration, the remuneration charged, or the expenses incurred during the period covered by this progress report, you must do so by making an application to Court within eight weeks of receiving this progress report.

Applications by unsecured creditors (including the unsecured creditors making the challenge) or with the permission of the Court.

The full text of the relevant rules can be provided on request by writing to adam.beck@kroll.com

Appendix 6 – Proof of Debt Form

Proof of Debt – General Form

MNI (Scarcroft) Limited (**In Creditors' Voluntary Liquidation**)
Company No. 04177826

Relevant Date for Claims: 23 December 2015

1.	Name of creditor (If a company please also give company registration number and if non-UK, country of registration)	
2.	For correspondence: Address of creditor	
	Contact telephone number of creditor	REF:
	Email address of creditor	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest (please advise of any set off claimed)	
4.	Details of any documents by reference to which the debt can be substantiated (please attach)	
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount.	£
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7.	Particulars of any security held, the value of the security, and the date it was given.	
8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	DATE
	Are you the sole member of the creditor?	YES / NO
	Position with or in relation to creditor: Address of person signing (if different from 2 above):	
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Liquidator		Liquidator