

# Return of Final Meeting in a Members' Voluntary Winding Up

# S.94

Pursuant to Section 94 of the Insolvency Act 1986

To the Registrar of Companies

Company Number

05248764

Name of Company

(a) Insert full name of company

(a) Skanska Fujitsu Networks UK

Limited

(b) Insert full name(s) and address(es)

We (b) Mark Wilson and  
Baker Tilly Restructuring and Recovery LLP  
22-25 Farringdon Street  
London  
WC4A 4AB

Matthew Richard Meadley Wild  
Baker Tilly Restructuring and Recovery LLP  
3rd Floor  
One London Square  
Cross Lanes  
Guildford GU1 1UN

(c) Delete as applicable

(d) Insert date

(e) The copy account must be authenticated by the written signature(s) of the liquidator(s)

(f) Insert venue of the meeting

give notice that a general meeting of the company was duly summoned for 5 March 2013 pursuant to section 94 of the Insolvency Act 1986, for the purpose of having an account (of which a copy is attached)(e) laid before it showing how the winding up of the company has been conducted, and the property of the company has been disposed of and (c) no quorum was present at the meeting

The meeting was held at (f) 22-25 Farringdon Street  
London, EC4A 4AB

The winding up covers the period from (d) 28 February 2012 (opening of winding up) to the final meeting (close of winding up)

The outcome of any meeting (including any resolutions passed) was as follows

"That the liquidators be released in accordance with the provision of section 173(2)(d) of the Insolvency Act 1986 as soon as a return of the final meeting is sent to the Registrar of Companies in accordance with Section 94(3) of the Insolvency Act 1986"

WEDNESDAY



A32 10/04/2013 #141  
A25 07/03/2013 #301  
COMPANIES HOUSE  
COMPANIES HOUSE

Signed

Date 5 March 2013

Presenter's name,  
address and reference  
(if any)

Baker Tilly Restructuring and Recovery LLP  
22-25 Farringdon Street, London, WC4A 4AB

Ref MJW/TJH/ERB/TSFNUKL

**IN THE MATTER OF**

**SKANSKA FUJITSU NETWORKS UK LIMITED**

**IN MEMBERS' VOLUNTARY LIQUIDATION**

**JOINT LIQUIDATORS' FINAL PROGRESS REPORT**

**29 JANUARY 2013**

**MARK WILSON AND MATTHEW RICHARD MEADLEY WILD**  
**JOINT LIQUIDATORS**

**APPOINTED 28 FEBRUARY 2012**

**BAKER TILLY RESTRUCTURING AND RECOVERY LLP**  
**1ST FLOOR**  
**46 CLARENDON ROAD**  
**WATFORD WD17 1JJ**

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## **PURPOSE OF REPORT**

This is the first and final report on the conduct of the liquidation of Skanska Fujitsu Networks UK Limited following our appointment as joint liquidators on 28 February 2012

This report has been prepared in accordance with insolvency legislation to provide members and the Registrar of Companies with information relating to the entire period of the liquidation from 28 February 2012 to 29 January 2013.

This report has been prepared solely to comply with the statutory requirements of Section 94 of the Insolvency Act 1986 and Rule 4.126A of the Insolvency Rules 1986 (as amended). It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the company. Neither the Liquidators nor Baker Tilly Restructuring and Recovery LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

### **1. PROGRESS OF THE LIQUIDATION**

#### **1.1. Payments to creditors**

Following our appointment, we advertised for creditors' claims on 6 March 2012. No claims were received.

#### **2.2. Realisation of Assets**

##### **Cash at bank**

In the Declaration of Solvency the only asset of the company was cash at bank. The sum of £17,509.16 was received on the 24 April 2012.

Gross interest of £41.70 has been received in the liquidation period.

##### **Administration and Planning**

In accordance with our statutory duties the following is a list of some of our actions since our appointment

- The filing of the Declaration of Solvency and appointment documentation at Companies House
- Undertaking file reviews and compliance matters
- Liaising with the Bank
- VAT refunds
- Dealing with the distribution to shareholders

## 2. DISTRIBUTIONS TO SHAREHOLDERS

Details of the cash distributions that have been made to the shareholders are shown below

| Date       | Shareholder                           | Rate (£ per share) | £        |
|------------|---------------------------------------|--------------------|----------|
| 23/01/2013 | Fujitsu Telecommunications Europe Ltd | 1224.594           | 6,122.97 |
| 23/01/2013 | Skanska Construction UK Ltd           | 1224.594           | 6,122.97 |

## 3. RECEIPTS AND PAYMENTS SUMMARY

We attach as Appendix B a summary of our receipts and payments for the entire period from 28 February 2012 to 29 January 2013

### VAT Basis

Receipts and payments are shown net of VAT, with any amount due to or from HM Revenue & Customs shown separately.

### Corporation Tax

Following the submission of the post appointment corporation tax return clearance was received confirming that HM Revenue & Customs had no outstanding matters and no objection to the liquidation being closed.

### Other matters

Prior to my appointment I was advised that 1<sup>st</sup> Self Access Storage Limited were holding various company records. After liaising with the relevant parties it was agreed that the records would continue to be kept up to 31 December 2013 whereupon they would be destroyed. The total storage costs of £605.99 plus VAT have been fully paid out of the proceeds of the liquidation.

## 4. COSTS AND JOINT LIQUIDATORS' REMUNERATION

### 4.1. Joint Liquidators' Remuneration and Disbursements

#### Authority for remuneration and disbursements

Shareholders, at the meeting held on 28 February 2012, authorised that we may draw remuneration as Joint Liquidators and 'Category 2' disbursements in relation to this assignment, the resolutions stating -

"That the Joint Liquidators shall be authorised to draw their remuneration based upon their time costs by reference to the time properly given by the liquidators and their staff,

in attending to matters arising from the liquidation at Baker Tilly Restructuring & Recovery LLP's standard hourly rates, at the rates prevailing at the time the work is done, such remuneration to be paid out of the assets of the company and which may be drawn on account as and when funds permit without further recourse to members"

"That the Joint Liquidators be authorised to draw 'Category 2' disbursements out of the assets as an expense of the liquidation, at the rates disclosed prevailing when the cost is incurred"

If you would like a copy of A Shareholders Guide to Liquidator's Fees, please let me know

### **Summary of time costs and remuneration drawn**

The Joint Liquidators' remuneration was approved on a time cost basis by the members on 28 February 2012. Fees of £3,400 plus VAT have been paid by a third party

Disbursements of £320 have been incurred and drawn. Additional final advertising costs totalling £203.04 inclusive of VAT will be paid from the remaining proceeds of the liquidation.

### **Detailed cost breakdown**

Attached to this report are five Appendices relating to our costs on this assignment:

- Appendix G: Joint Liquidators' time cost analysis;
- Appendix D: Joint Liquidators' charge out and disbursement rates;
- Appendix C: A copy of Baker Tilly Restructuring and Recovery LLP's charging, expenses and disbursements policy statement;
- Appendix E Category 2 disbursements table,
- Appendix F. Statement of expenses analysis

Appendices G, E and F provide details of the costs incurred during the entire period of the liquidation

### **4.2. Remuneration and Disbursements incurred in the period from 28 February 2012 to 29 January 2013**

An analysis of time incurred in the period is attached at Appendix G.

Category 2 disbursements incurred in the period are detailed in Appendix E

## **5. JOINT LIQUIDATORS' STATEMENT OF EXPENSES**

A statement of the expenses incurred during the period, is attached at Appendix F. This includes all expenses incurred by the liquidators in the period of the report irrespective of whether they have been paid or not and may include estimated amounts where actual invoices have not been received. The receipts and payments abstract at Appendix B sets out the expenses actually paid in entire liquidation period.

## **6. FINAL MEETING AND CLOSURE OF LIQUIDATION**

### **7.1. Final meeting**

A notice convening the final meeting of members is enclosed with this report, together with a form of proxy. Please note that the meeting is purely a formality and that there is no necessity to attend. The sole purpose of the meeting is to enable the Joint Liquidators' report on the conduct of the winding up to be presented, and to present the Joint Liquidators' final statement of receipts and payments.

### **7.2. Release of Liquidator**

We can advise that our release as Joint Liquidators will be effective on the filing of our account of the final meeting with the Registrar of Companies.

### **7.3 Dissolution of the company**

The company will be dissolved automatically (cease to exist) three months after we file details of our release with the Registrar of Companies.

## **7. MEMBERS' RIGHT TO INFORMATION AND ABILITY TO CHALLENGE REMUNERATION AND EXPENSES**

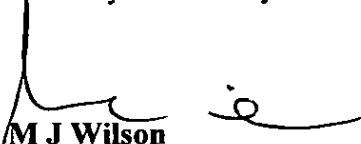
In accordance with the provisions of Rules 4.49E and 4.148C of the Insolvency Rules 1986 members have a right to request further information about remuneration or expenses and to challenge such remuneration or expenses.

A request for further information must be made in writing within 21 days of receipt of this report.

Members of the company with at least 10% of the total voting rights of all members having the right to vote at general meetings of the company, or any members with the permission of the court, may apply to court that the remuneration charged, the basis fixed or expenses incurred by the liquidator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

Should you have any further queries please do not hesitate to contact me



**M J Wilson**  
**Baker Tilly Restructuring and Recovery LLP**  
**Joint Liquidator**

Mark John Wilson and Matthew Richard Meadley Wild are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales

**Appendix A****COMPANY INFORMATION**

|                         |   |
|-------------------------|---|
| Company Name            | Skanska Fujitsu Networks UK Limited   |
| Functions:              | <p>The Joint Liquidators' appointment specified that they would have power to act jointly and severally</p> <p>The Joint Liquidators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment.</p> |
| Previous Company Names: | N/A   |
| Company Number:         | 05248764  |
| Date of Incorporation:  | 4 October 2004  |
| Trading Name:           | Skanska Fujitsu Networks UK Limited   |
| Trading Address         | Maple Cross House, Denham Way, Maple Cross, Rickmansworth, Herts, WD3 9SW   |
| Principal Activity:     | Construction  |
| Registered Office       | Baker Tilly Restructuring and Recovery LLP, 1st Floor, 46 Clarendon Road, Watford WD17 1JJ  |



**Skanska Fujitsu Networks UK Limited**  
**In Members Voluntary Liquidation**

**Appendix B**

Summary of Receipts & Payments account from 28 February 2012 to 29 January 2013

| SOA Value £                 |                             | £                 | £                  |
|-----------------------------|-----------------------------|-------------------|--------------------|
| <b>ASSET REALISATIONS</b>   |                             |                   |                    |
| 0 00                        | Bank Interest Gross         | 41 70             |                    |
| 17,777 00                   | Cash at Bank                | <u>17,509 16</u>  | 17,550 86          |
| <b>COST OF REALISATIONS</b> |                             |                   |                    |
| 0 00                        | Appointee Fees              | (3,400 00)        |                    |
| 0 00                        | Corporation Tax             | (10 08)           |                    |
| 0 00                        | Specific Bond               | (320 00)          |                    |
| 0 00                        | Statutory Advertising       | (688 50)          |                    |
| 0 00                        | Storage Costs               | (605 99)          |                    |
|                             | VAT irrecoverable           | <u>(77 31)</u>    | (5,101 88)         |
| <b>UNSECURED CREDITORS</b>  |                             |                   |                    |
| (5,785 00)                  | Trade and Expense Creditors | <u>0 00</u>       | 0 00               |
| <b>EQUITY</b>               |                             |                   |                    |
| (500 00)                    | Ordinary A                  | (6,122 97)        |                    |
| (500 00)                    | Ordinary B                  | <u>(6,122 97)</u> | (12,245 94)        |
|                             |                             |                   | <u>(12,526 29)</u> |
| <u>10,992 00</u>            |                             |                   |                    |
| <b>REPRESENTED BY</b>       |                             |                   |                    |
|                             | Bank - (BoS)                | <u>203 04</u>     | 203 04             |
|                             |                             |                   | <u>203 04</u>      |

### **BAKER TILLY RESTRUCTURING AND RECOVERY LLP**

#### **CHARGING, EXPENSES AND DISBURSEMENTS POLICY STATEMENT**

##### **Charging policy**

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done
- The current charge rates for Baker Tilly Restructuring and Recovery LLP Watford are attached
- Time billed is subject to Value Added Tax at the applicable rate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it
- Baker Tilly Restructuring and Recovery LLP's charge out rates are reviewed periodically

##### **Expenses and disbursements policy**

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to members, but do not require members' approval prior to being drawn from the insolvency estate. These are known as "Category 1" disbursements
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest in, require the approval of members prior to being drawn from the insolvency estate. These are known as "Category 2" disbursements.
- A resolution to consider approving "Category 2" disbursements at the rates prevailing at the time the cost is incurred to Baker Tilly Restructuring and Recovery LLP Watford will be proposed to members' in general meeting
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of members.
- Where applicable, expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate.

## BAKER TILLY RESTRUCTURING AND RECOVERY LLP – WATFORD

## JOINT LIQUIDATORS' CURRENT CHARGE OUT AND DISBURSEMENT RATES

| CHARGE OUT RATES   |                           |                   |
|--------------------|---------------------------|-------------------|
|                    | Rate at commencement<br>£ | Current rate<br>£ |
| Partner            | 405                       | 405               |
| Associate Director | 285                       | 295               |
| Manager            | 225-285                   | 240               |
| Administrator      | 130-155                   | 145-150           |
| Support staff      | 85                        | 85                |

| "CATEGORY 2" DISBURSEMENT RATES (TABLE A) |                                    |
|---|------------------------------------|
| <b>Travel &amp; Subsistence</b>           |                                    |
| Motor travel                              | 42.5p per mile (from 1 April 2011) |
| Subsistence                               | £23                                |
| <b>Circulars to Members / Creditors</b>   |                                    |
| Labels                                    | £ 0 01 each                        |
| Headed paper                              | £ 0.07 per sheet                   |
| Plain paper                               | £ 0 05 per sheet                   |
| Large envelopes                           | £ 0 11 each                        |
| Small envelopes                           | £ 0 08 each                        |
| Photocopying charge                       | 0.59 pence per sheet               |
| <b>Stationery</b>                         |                                    |
| Lever arch files                          | £ 0 75 per file                    |
| Cashiering files                          | £ 0 75 per file                    |
| Chequebook boxes                          | N/A                                |
| A-Z dividers                              | £ 1.75 per set                     |
| 1-31 dividers                             | £ 2 88 per set                     |
| Coloured dividers (5 part)                | £ 0.09 per set                     |
| Coloured dividers (10 part)               | £ 0.19 per set                     |
| Multi-punch pockets                       | £ 0.03 per pocket                  |
| Storage boxes                             | £ 2 34 per box                     |
| <b>Sundry</b>                             |                                    |
| Faxes                                     | Not to Charge                      |
| Internal room hire (for meetings)         | £100                               |

## Appendix E

### ALL CATEGORY 2 DISBURSEMENTS DURING THE LIQUIDATIONS

| Amounts paid or payable to the Office Holder's firm or to any party in which the office holder or his firm or any associate has an interest |      |        |
|---|------|--------|
| Recipient, Type and Purpose   | Paid | Unpaid |
|   | £    | £      |
| None  |      |        |
|   |      |        |
|   |      |        |
|   |      |        |
|   |      |        |
| <b>Total</b>  |      |        |

## Appendix F

## STATEMENT OF TOTAL EXPENSES INCURRED BY THE JOINT LIQUIDATOR DURING THE LIQUIDATIONS

| Type and Purpose | Total Incurred |
|------------------|----------------|
|                  | £              |
| Insolvency Bond  | 320 00         |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
|                  |                |
| <b>Total</b>     | 320 00         |

## Time cost summary from 28 February 2012 to date

| HOURS SPENT                                 | Partners       | Managers       | Administrators   | Assistants     | Total Hours | Total Time Costs |
|---|----------------|----------------|------------------|----------------|-------------|------------------|
| <b>Administration and Planning</b>          |                |                |                  |                |             |                  |
| Appointment                                 | 00             | 09             | 25               | 00             | 34          | £557 00          |
| Case Management                             | 04             | 19             | 73               | 06             | 102         | £1 711 00        |
| Closure                                     | 01             | 09             | 13               | 00             | 23          | £434 00          |
| Post-appointment - general                  | 04             | 00             | 00               | 02             | 06          | £179 00          |
| Receipts and Payments                       | 00             | 01             | 28               | 26             | 55          | £657 00          |
| Tax Matters                                 | 04             | 00             | 24               | 00             | 28          | £510 00          |
| <b>Totals</b>                               | <b>13</b>      | <b>38</b>      | <b>160</b>       | <b>34</b>      | <b>245</b>  | <b>£4,004 50</b> |
| <b>Creditors</b>                            |                |                |                  |                |             |                  |
| Other Creditor Meetings and Reports         | 00             | 00             | 15               | 00             | 15          | £217 50          |
| <b>Totals</b>                               | <b>00</b>      | <b>00</b>      | <b>15</b>        | <b>00</b>      | <b>15</b>   | <b>£217 50</b>   |
| <b>Case Specific Matters - Shareholders</b> |                |                |                  |                |             |                  |
| Shareholders / Members                      | 00             | 03             | 03               | 00             | 06          | £115 50          |
| <b>Totals</b>                               | <b>00</b>      | <b>03</b>      | <b>03</b>        | <b>00</b>      | <b>06</b>   | <b>£115 50</b>   |
| <b>TOTAL HOURS</b>                          | <b>13</b>      | <b>41</b>      | <b>181</b>       | <b>34</b>      | <b>269</b>  | <b>£4,381 00</b> |
| <b>TOTAL TIME COST</b>                      | <b>£526 50</b> | <b>£949 50</b> | <b>£2,616 00</b> | <b>£289 00</b> |             | <b>£4,381 00</b> |

NOTE Please see the attached notes to the time analysis for an explanation of the type of work that is commonly undertaken in respect of each of the categories above

## NOTES TO APPENDIX G

### JOINT LIQUIDATORS' TIME COST ANALYSIS

#### a) **Administration and Planning**

This includes dealing with the commencement of the case administration, together with day-to-day case administration duties, maintenance of records and ongoing statutory obligations. These include but are not limited to handling receipts and payments; VAT and Income tax issues, pension queries and general correspondence. Other matters which are required to be dealt with as part of the appointment and which will fall under this heading include case planning and strategy, case reviews, bonding, maintenance and obtaining books and records, general meetings / correspondence, statutory and other advertising, insurance, re-directed mail, and statutory reports.

#### b) **Investigations**

Where appropriate this will include such matters as investigation of pre-appointment transactions in accordance with the relevant Statement of Insolvency Practice (SIP 2), and the investigation of any potential antecedent transactions such as transactions at under value and preferences which may result in legal action resulting in a recoverable asset.

#### c) **Realisation of Assets**

This includes dealing with all aspects of the realisation of assets including identifying, securing and insuring assets, and (where applicable), property, business and asset sales, retention of title claims and debt collection. Other matters dealt with during the case administration which will relate to asset realisation may commonly include effecting disclaimers, dealing with landlords, liaising with agents, undertaking inventories, meetings with purchasers / directors, arranging collection of leased assets, obtaining insurance, pursuing antecedent claims identified as part of the investigation work set out above. Details of the specific asset realisation work undertaken on this case are set out in the main body of the report. Asset realisation is considered to be a key aspect of the case administration.

#### d) **Trading**

Where the business of the company has been traded (by the liquidator(s)) following the appointment our staff will have had to set up accounts with suppliers in order to trade on an ongoing basis. Payments to suppliers and general correspondence with these have been undertaken. Where trading has ceased, accounts will have been closed and final bills paid. Other matters will also have been dealt with in accordance with the usual trading obligations such as dealing with employees and payroll.

#### e) **Creditors**

Queries from and correspondence with creditors and employees have been necessary aspects of the case administration process. Reports to creditors are also an important part of ongoing matters relating to this aspect of the case.

#### f) **Case Specific Matters**

Any case specific matters will generally be set out in the body of the report but will commonly include meetings, correspondence and telephone calls relating to specific issues in the case which do not fall into any the categories set out above and are specific to the case in question. This may include work done in relation to litigation, general advice or other major issues.

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**IN THE MATTER OF THE INSOLVENCY ACT 1986 (AS AMENDED)**

**AND**

**IN THE MATTER OF**

**SKANSKA FUJITSU NETWORKS UK LIMITED  
SKANSKA CONSTRUCTION SERVICES (EUROPE) LIMITED  
SIBLEY & PARKER LIMITED  
BRITISH CONSTRUCTION GROUP LIMITED  
TRAFALGAR HOUSE CONSTRUCTION (ASIA) LIMITED**

**ALL IN MEMBERS' VOLUNTARY LIQUIDATION**

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**NOTICE OF THE FINAL MEETINGS OF MEMBERS**

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**NOTICE IS HEREBY GIVEN** pursuant to Section 94 of the Insolvency Act 1986 (as amended) that final meetings of the members of the above named companies will be held at the offices of Baker Tilly at 25 Farringdon Street, London EC4A 4AB on 5 March 2013 between 10 30am and 11.45am for the purpose of receiving accounts showing the manner in which the winding ups have been conducted and the property of the companies disposed of, and of hearing any explanation that may be given by the Joint Liquidators and to consider whether the liquidators should be released in accordance with Section 173(2)(d) of the Insolvency Act 1986.

Proxies to be used at the meetings must be lodged with Baker Tilly Restructuring and Recovery LLP, 1st Floor 46 Clarendon Road, Watford WD17 1JJ no later than 12 noon on the preceding business day.

Dated: 29 January 2013



**M J Wilson  
Baker Tilly Restructuring and Recovery LLP  
Joint Liquidator**

**Statement of rights under Section 325 Companies Act 2006**

A member of a company is entitled to appoint another person as his proxy to exercise all or any of his rights to attend and to speak and vote at a meeting of the company.

A member may appoint more than one proxy in relation to a meeting, provided that each proxy is appointed to exercise the rights attached to a different share or shares held by him

A proxy need not be a member of the Company.

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## PROXY (MEMBERS' OR CREDITORS' VOLUNTARY WINDING UP)

## SKANSKA FUJITSU NETWORKS UK LIMITED

(1) Please give full name and address for communication

(1) Name of Member

Address

(2) Please insert name of person (who must be 18 or over) or the "chairman of the meeting" (see note below) If you wish to provide for alternative proxy-holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

(2) Name of Proxy Holder

1

2

3

(3) Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be my member's proxy-holder at the meeting of members to be held on 5 March 2013 at 11 30am, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (3) (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

## Voting Instructions for resolutions

1 That the liquidators be released in accordance with the provision of section 173(2)(d) of the Insolvency Act 1986 as soon as a return of the final meeting is sent to the Registrar of Companies in accordance with Section 94(3) of the Insolvency Act 1986

FOR/AGAINST

\* Please delete as appropriate

(4) Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

(4)

(5) This form must be signed

(5) Signature

Date

Name in CAPITAL LETTERS

(6) Only to be completed if the creditor/contributory has not signed in person

(6) Position with creditor or relationship to creditor or other authority for signature