

The Insolvency Act 1986

Statement of administrator's proposals

Name of Company COUNTY COMMERCIAL STATIONERY LIMITED	Company number 2286091
In the HIGH COURT OF JUSTICE, CHANCERY DIVISION LIVERPOOL DISTRICT REGISTRY	Court case number 872 of 2009

(a) Insert full name(s) and
address(es) of
administrator(s)

We Ian C Brown and Robert M Rutherford

both of Parkin S Booth & Co, Yorkshire House, 18 Chapel Street, Liverpool L3 9AG

attach a copy of our proposals in respect of the administration of the above company.

A copy of these proposals was sent to all known creditors on

(b) Insert date

27th May 2009

Signed 
Joint Administrator

Dated 27th May 2009**Contact Details:**

You do not have to give any contact information in the box opposite but if you do, it will help Companies House to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record

Parkin S Booth & Co
Yorkshire House, 18 Chapel Street, Liverpool L3 9AG

Tel 0151 236 4331

DX Number

DX Exchange



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29/05/2009

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COMPANIES HOUSE

When you have completed and signed this form please send it to the Registrar of Companies at:

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

FRIDAY

APPENDIX 1

COUNTY COMMERCIAL STATIONERY LIMITED **IN ADMINISTRATION**

ADMINISTRATORS PROPOSALS

For the achievement of the purposes of the Administration and in accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986 the Administrators of the Company make the following Proposals to the Creditors for consideration and if appropriate approval at the Meeting of Creditors to be held on 17 June 2009.

1. To continue to conduct an advantageous realisation of the Company's assets, in accordance with the purposes of the Administration; thereafter to investigate and if appropriate pursue any claims that the Company or the Administrators may have.
2. To do all such other things and generally exercise their powers as Joint Administrators as they in their discretion consider desirable in order to achieve the purposes of the Administration or to protect and preserve the assets of the Company or to maximise realisations for any purpose incidental to those Proposals.
3. The Joint Administrators will seek to establish a Creditors Committee to assist them in their duties.
4. In the event that no Creditors Committee is established, the basis of the Joint remuneration is to be fixed by reference to time costs both for their services as Administrators and for their staff in dealing with issues and matters arising in the Administration, and such fees may be drawn on account.
5. The Administrators be at liberty to pay costs and expenses properly incurred in performance of their duties.
6. On the basis that there are insufficient funds to repay Preferential and Secured Creditors in full the Administrators will make a distribution to these Creditors, discharge liabilities incurred in the Administration including the Joint Administrators remuneration and then apply for dissolution of the Company. In the event that a surplus is available to the Unsecured Creditors then a distribution will be effected in a Creditors Voluntary Liquidation. Should this be appropriate the Administrators propose that they be appointed Joint Liquidators. Alternatively the Joint Administrators will apply to the Court for authority to pay dividends to the Unsecured Creditors within the Administration.
7. The Proposals are subject to such modifications as the Joint Administrators may approve.

8. The Joint Administrators be discharged from liability in respect of any action of theirs as Joint Administrators pursuant to Paragraph 98(1) of Schedule B1 of the Insolvency Act 1986 (the "Act") 30 days following the registration of the Notice given pursuant to paragraph 83 of Schedule B1 of the Act.



Parkin S. Booth & Co.

Licensed Insolvency Practitioners

Yorkshire House
18 Chapel Street, Liverpool L3 9AG
Tel: 0151-236 4331 Fax: 0151-255 0108
E-Mail: lp@parkinsbooth.co.uk
www.parkinsbooth.co.uk

LIVERPOOL - CHESTER - LLANDUDNO - WARRINGTON

Our Ref.

Your Ref.

John C. Moran
Paul J. Fleming
Ian C. Brown

Jonathan R. Booth
Robert M. Rutherford
Dennis P. Crowe
Alan C. Branch

ICB/DJ

27th May 2009

TO ALL CREDITORS

Dear Sir(s)

RE: COUNTY COMMERCIAL STATIONERY LIMITED
- IN ADMINISTRATION

TRADING ADDRESS: UNIT 10 ION PATH, WINSFORD INDUSTRIAL
ESTATE, WINSFORD, CHESHIRE CW7 3GE
COMPANY No: 2286091

I refer to the Joint Administrators' letter dated 9th April 2009 and now enclose a Report to Creditors in accordance with the Insolvency Act 1986.

The Report includes the Joint Administrators' Proposals and Form 2.20B for your kind consideration.

If there is any further information you require please do not hesitate to contact us or our representatives.

Yours faithfully

IAN C BROWN
JOINT ADMINISTRATOR

Insolvency Practitioner licensed by the Insolvency Practitioners Association

AD129

Also at: 2 City Road Chester CH1 3AE
Abbeydale 24 Trinity Square Llandudno LL30 2RH
2nd Floor 20 Winnarleigh Street Warrington WA1 1JY

Tel: 01244 340129
Tel: 01492 871474
Tel: 01925 245004

Fax: 01244 311365
Fax: 01492 871475
Fax: 01925 245357

County Commercial Stationery Limited (In Administration)
("The Company")

Report to Creditors pursuant to Paragraph 49 of Schedule B1 of the
Insolvency Act 1986

27th May 2009

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1. GLOSSARY

Administrators:	Ian C Brown and Robert M Rutherford of Parkin S Booth & Co., Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
Administration Order:	The Notice of Intention to Appoint Administrators was lodged in Court on 27 th March 2007 The Notice of Appointment of Administrators was lodged in the Court on 6 th April 2009
Court Reference	High Court of Justice, Chancery Division, Liverpool District Registry 872 of 2009
The Company:	County Commercial Stationery Limited
The Director:	Mr A W Kershaw
Debenture Holder	National Westminster Bank plc

The references in this report to Sections, Paragraphs or Rules are to the Insolvency Act 1986 ("IA 86"), Schedule B1 of the Insolvency Act 1986 ("SCH B1") and the Insolvency (Amendment) Rules 2003 ("IR03") respectively.

2. INTRODUCTION

Ian C Brown and Robert M Rutherford of Parkin S Booth & Co were appointed as Joint Administrators of the Company on 6th April 2009 by an application to the Court by the Directors.

In accordance with Paragraph 100 (2) of Schedule B1 of the Insolvency Act 1986 the functions of the Joint Administrators are being exercised by any or one of the Administrators.

In accordance with Paragraph 49 of Schedule B1 of the Insolvency Act 1986 the Joint Administrators now set out their proposals for achieving the purpose of the Administration and for the conduct of the Administration.

The Report also includes certain information required to be provided to Creditors in accordance with the Rule 2.33 of the Insolvency Rules 1986 (as amended).

The appropriate statutory information is set out in Appendix 2.

3. BACKGROUND AND EVENTS LEADING UP TO THE ADMINISTRATION ORDER

3.1 Background

The Company was incorporated in 1988 and operated as a manufacturer and supplier of stationery and office supplies to commercial customers from sites in Bootle and Winsford.

The premises at 16-18 Berry Street, Bootle are owned by the Company whilst the premises in Winsford are rented. At its peak the Company employed 56 staff, including 1 director.

Recently the Company has incurred losses and its Director entered into negotiations with a competitor with a view to it purchasing the Company's customer list and website.

3.2 Financial Information

We set out below some recent financial information

Period Ended	30/9/07	30/11/06
Turnover	2,579,524	2,970,746
Operating Profit (Loss)	88,256	(72,397)
Net Assets	206,782	157,601

3.3 Lead up to appointment of Administrators

Prior to the appointment of Administrators the Director had entered into negotiations with an independent third party company in Liverpool with a view to selling the customer list and website. This sale was completed in March 2009 for the sum of £15,000.

The majority of the staff were then made redundant on 13th March 2009, with the exception of two office staff retained to assist in the collection of the book debts.

A substantial quantity of stock and a considerable number of book debts remained following the sale of the customer list and it was believed that there was still the possibility of a sale of the manufacturing site as a going concern.

Parkin S Booth & Co. were consulted regarding the Company's affairs and prior to appointment, held discussions with the Director to determine the most suitable insolvency procedure. As a result it was believed that the appointment of Administrators would be the best course of action to maximise the return to creditors.

4. PURPOSES, INITIAL STRATEGY AND PROGRESS OF THE ADMINISTRATION

4.1 Purpose of the Administration

In accordance with Paragraph 3 (1) of Schedule B1 of the Insolvency Act 1986 the Joint Administrators have stepped objectives. In order, these are:-

- (a) Rescuing the Company as a going concern; or
- (b) Achieving a better result for the Company's Creditors as whole than would be likely to be achieved if the Company was wound up; or
- (c) Realising property in order to make distribution to one or more secured or preferential Creditors.

4.2 Administration Strategy

4.2.1 Initial Strategy

Upon appointment, we immediately undertook a detailed analysis of the Company's debtors and asset position. The debtor book stood at approximately £287,000 and it was decided to retain the services of the two members of staff who had responsibility for the collection of the debts. Their knowledge of the business and individual accounts would maximise the return for creditors.

We also instructed our agents to value the company's chattel assets and properties and to initiate the marketing thereof.

Our strategy was to continue to occupy the premises at Winsford to enable the ongoing collection of the book debts with the assistance of the retained staff and to immediately begin marketing the Company's premises in Bootle.

4.2.2 Employees

As previously stated, at the date of our appointment, the Company employed 2 staff, the remaining staff having been made redundant on 13th March 2009.

4.3 Progress of the Administration

4.3.1 Sale of Business and Assets

Agents have been instructed to market the premises in Bootle and initial interest has already been shown.

In addition our agents are dealing with the collection and sale of the remaining stock and chattel assets at the premises. A number of creditors have claimed retention of title over stock supplied which if successful, will reduce the amount realised by agents at auction.

Certain items of pre-printed stock have also been sold to the purchaser of the customer list.

Our agents are also dealing with the collection and sale of the leased assets.

4.3.2 Premises

These comprise the following:-

Long leasehold premises at 16-18 Berry Street, Bootle, Liverpool
L20 8AT

Rented premises at Unit 10 Ion Path, Road 3, Winsford Industrial
Estate, Winsford, Cheshire CW7 3EC

4.3.3 Stock and Retention of Title

At portion of the Company's stock appears to be subject to reservation of title clauses. We have instructed agents to confirm the validity of the various claims.

4.3.4 Cash of Bank/In-hand

At the date of our appointment the Company had a bank overdraft of £94,638 together with a loan of £60,292. The Company maintains its accounts at National Westminster Bank plc.

The overdraft balance has been reducing since our appointment as a result of debtors who have paid direct by BACS into the account.

4.3.5 Debtors

At the date of our appointment the outstanding balance was approximately £287,000. Since then the sum of £114,986 has been collected with additional amounts being paid directly by BACS into the overdrawn bank account. The collection of debts continues although it is too early to give an estimate of the likely total realisations.

4.4 Investigations

Both Administrators and Liquidators have the power to investigate and remedy any antecedent transactions.

During the course of our initial work, we have not identified any issues that require further investigation. However, we have yet to complete our enquiries.

4.5 Professional Advisors Used

On this assignment we have used Robson Kay & Co. Limited to assist with valuation advice and the sale of stock and equipment. Mason Owen have been instructed to market the long leasehold properties in Bootle

4.6 Pensions

The Company's operates a pension scheme for staff.

It is understood that payments to the scheme are up to date.

4.7 Unsecured Creditors

Unsecured creditor claims received to date have been collated and acknowledged.

It is anticipated that, subject to costs, a dividend will be payable on the agreed claims of Unsecured Creditors. A distribution will be made by the Administrators, subject to the approval from the Court, or via a Liquidation, as appropriate.

4.8 Taxation

Initial VAT and corporation tax reviews have taken place.

Tax could be material to the outcome of the Administration if there were chargeable gains arising from the sale of the property which under the Enterprise Act is an expense of the Administration. The necessary Tax and VAT returns are being prepared so the accurate tax/VAT positions can be determined.

4.9 Estimated Outcome to Creditors / Prescribed Part

Preferential Creditors will be paid in full.

As it is anticipated that the Bank will be paid in full following the sale of the long leasehold premises, the prescribed part will not apply in this matter.

It is also clear that Unsecured Creditors will receive a dividend although it is too early in the Administration to assess the likely amount or timing of the dividend as we need to determine:-

- (1) *The final level of realisation from Debtor collections;*
- (2) *The amount realised following the sale of the property and the final balance payable to the Bank under their charge*
- (3) *The final tax charges that may be an expense of the Administration;*
- (4) *Any possible claims against any other parties following the Administrator's/Liquidator's investigations.*

4.10 Other Matters

Attached, for your reference at Appendix 4 is a summary of the time costs and expenses incurred for the period up to 27th May 2009 and at Appendix

6 ADMINISTRATORS' PROPOSALS

The Administrators have concluded that the first prescribed objective under Paragraph 3(1) (a), to rescue the Company as a going concern, was not achievable because of the scale of its historic liabilities.

Consequently, the Administrators have performed their functions in relation to the Company with the objective set out in Paragraph 3(1) (b) to achieve a better result for the Company's Creditors as a whole than would be likely if the Company were wound up.

The Administrators' Proposals are contained in Appendix 1, attached.

7. Further Details

Should you require any further information at this stage please contact me.

A handwritten signature in black ink, appearing to read 'I. C. Brown', with a stylized flourish at the end.

Ian C Brown

Joint Administrator

Insolvency Practitioner Licensed by

Insolvency Practitioners Association

5 a Creditor's guide to Administrator's fees. Our total time costs for the period to 27th May 2009 across the company are £17,025.

EC Regulations will apply and these proceedings will be the main proceedings as defined in Article 3 of the EC Regulations. The centre of main interest of the Company is England.

STATUTORY MATTERS

5.1 Statements of Affairs

A copy of the draft Statement of Affairs, approved by the Director, is attached as Appendix 3.

5.2 Creditors' Meeting.

In accordance with Paragraph 51 of Schedule B1 of the Insolvency Act 1986, a meeting of Creditors will be held at the offices of Parkin S Booth & Co, Yorkshire House, 18 Chapel Street, Liverpool L3 9AG. A notice of the meeting of Creditors is enclosed with this report.

A Form of Proxy is also enclosed, which includes voting instructions for the acceptance or rejection of the Joint Administrators' proposals. The Form must be lodged with me not later than 12 noon on 16th June 2009. Any creditor or creditors whose debts amount to at least 10% of the total debts of the Company may, within 5 days, request the Joint Administrators to summon a Meeting of Creditors to consider the matters raised.

APPENDIX 1

COUNTY COMMERCIAL STATIONERY LIMITED **IN ADMINISTRATION**

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8. The Joint Administrators be discharged from liability in respect of any action of theirs as Joint Administrators pursuant to Paragraph 98(1) of Schedule B1 of the Insolvency Act 1986 (the "Act") 30 days following the registration of the Notice given pursuant to paragraph 83 of Schedule B1 of the Act.

Appendix 2: Statutory Information for Creditors' Report

COUNTY COMMERCIAL STATIONERY LIMITED

Date of Incorporation:	August 1988
Company Registration Number:	2286091
Previous Registered Office:	Unit 10, Ion Path, Road Three, Winsford Industrial Estate, Winsford, Cheshire CW7 3GE
Trading Address:	Unit 10 Ion Path, Road Three Winsford Industrial Estate, Winsford, Cheshire CW7 3GE
Present Registered Office:	Yorkshire House, 18 Chapel Street, Liverpool L3 9AG
Issued Share Capital:	J Gordon 1,149 Ordinary B A Kershaw 23,600 Ordinary J Gordon 5,900 Ordinary B
Directors:	A W Kershaw
Company Secretary:	K Loughlin

A – Summary of Assets

Assets		Book Value £	Estimated to Realise £
Assets subject to Fixed Charge:-			
Property at 16-18 Berry Street, Bootle	180,000	240,000	
Less due to Bank	154,930		25,070
Assets subject to finance	101,000	101,000	
Less - due to finance companies	<u>101,000</u>		NIL
Assets subject to Floating Charge:			
Book debts		286,757	264,757
Cash at Bank – Special Account		38,438	38,438
Office furniture and equipment		6,330	2,110
Plant, machinery and miscellaneous equipment		4,460	1,970
Stock in trade		150,000	6,000
Uncharged Assets:-			
Estimated total assets available for Preferential Creditors		£826,985	£338,345

Signature: _____

Date: _____

A 1- SUMMARY OF LIABILITIES

		Estimated to Realise £
Estimated total assets available for Preferential Creditors (carried from page A)		£338,345
Liabilities		
Preferential Creditors:-	£	
Holiday pay (estimated)		4,000
Estimated surplus as regards Preferential Creditors		£334,345
Total Assets Available to Unsecured Creditors		£334,345
Unsecured non-preferential claims	£	
Trade and expense	364,659	
PAYE & NIC	32,317	
VAT	27,540	
PILON and redundancy (estimated)	100,000	
Shortfall to finance companies (estimated)	195,441	
Employee claim	60,000	779,957
Estimated deficiency as regards creditors		£445,612
Issued and called up capital		
30,649 Ordinary £1 Shares		30,649
Estimated total deficiency as regards Members		£476,261

Signature: _____

Date: _____

County Commercial Stationery Ltd

B - Company Creditors

Key Name Address

C000	National Westminster Bank plc	The Bull Ring, Northwich, Cheshire, CW9 5BN	154,930.00
C002	HM Revenue & Customs	Security Given: Fixed and floating charge and mortgage Date Given: 17/03/2006	
C004	HM Revenue & Customs	West Cheshire Recovery, Crewe House, 4 Oak Street, Crewe, CW2 7DA	32,317.87
C00D	Cheshire West & Chester Council	Insolvency Operations, Queens Dock, Liverpool, L74 4AG	27,540.23
CA00	Acco UK Ltd	Revenues & Benefits Dept, PO Box 187, Ellesmere Port, Cheshire, CH34 9DB	136.20
CA01	ADPADS	c/o Moore Stephens, St Paul's House, Warwick Lane, London, EC4M 7BP	229.11
CA02	Advanced Stamp & Plate Co	Dale House, Peakdale Road, Brookfield Estate, Glossop, Derbyshire, SK13 6LQ	165.03
CA03	Advent Data Ltd	P O Box 245, Impression House, 30 Oak Street, Sheffield, S8 9UA	874.65
CA04	Ambassador Packaging Ltd	Unit H4, Premier Way, Lowsfield Business Park, Eiland, West Yorkshire, HX5 9HF	198.92
CA05	Antalis Ltd	Road One, Winsford Industrial Estate, Winsford, Cheshire, CW7 3QB	304.04
CA06	Arco Limited	Gateway House, Interlink Way West, Coalville, Leicestershire, LE67 1LE	25,002.88
CA08	A2 Shred Ltd	PO Box 21, Waverley Street, Hull, HU1 2SJ	2,187.05
CB00	Bunzl Cleaning & Hygiene	Crane House, 1 Bath Road, Heathrow, Middlesex, TW8 2BA	1,049.95
CB01	Beta Distribution Plc	Unit 2, Quebec Wharf, 2-14 Thomas Road, London, E14 7AF	154.27
CB02	B. Hollands	1-4 Redfern Street, Liverpool, L20 8JB	61.74
CB03	Binders By Design Limited	Unit 5, Montague Road, Widnes, Cheshire, WA8 8FZ	3,915.43
CB04	Bunzl Catering Supplies	1 Landsberg, Lichfield Road Industrial Estate, Tamworth, Staffordshire, B79 7XB	1,345.24
CB05	Buronomic S. A	c/o Colace UK, Langley Place, 98 Langley Road, Watford, Herts, WD17 4BF	154.27
CB06	Bagnall & Morris Waste Services	Iris House, Dock Road South, Bromborough, Wirral, CH62 4SQ	4,796.00
CB07	Bliffa Waste Services	P O Box 645, High Wycombe, HP12 3WF	216.20
CB08	Bluesky System Solutions	Chatsworth Court, Alpha House, Ultoveler Road, Hilton, Derbyshire DE65 5GE	362.39
CB0A	British Gas (Winsford)	P O Box 254, Camberley, GU15 3WA	4,552.14
CB0B	British Gas Elec (Berry Street)	PO Box 254, Camberley, GU15 3WA	0.00
CB0C	Barclays Assets & Sales Finance	Churchill Plaza, Churchill Way, Basingstoke, Hants, RG21 7GP	0.00
CC00	The Card Network	Network House, St Ives Way, Sandicroft, Cheshire, CH5 2QS	5,750.87
CC01	CCA Occasions Limited	91 Clydesdale Place, Moss Side Industrial Estate, Leyland, Preston, PR26 7QS	28.44
CC02	Charter Business Forms	Unit 12B, Harris Industrial Park, Hanbury Road, Stoke Prior, Brongsgrove, Worcestershire B60 4AD	875.72
CC03	Creative Print Services	Unit 15, Cutton Road, Knowsley Enterprise Workshops, Knowsley Industrial Estate, Merseyside L33 7BY	1,307.78
CC04	Curtis - El	Abbey Place, Church Walk, Chertsey, Surrey, ST16 8RE	2,308.16
CC05	Cannon Hygiene	Northgate House, Northgate, White Lund, Morecambe Lancashire, LA3 3BJ	897.00
CC06	Cheshire Self Drive	34 Queen Street, Northwich, Cheshire, CW9 5JA	108.54
CC08	Combined Tyres	Unit 6 Wallace Court, Road Three, Winsford Industrial Estate, Winsford, Cheshire CW7 3PD	679.71
CC09	Combined Property Control	66 Waterpark Road, Salford, M7 4JL	60.03
CD00	DAMS International Ltd	Gores Road, Knowsley Industrial Park North, Knowsley, Liverpool, L33 7XS	1,118.92
CD01	Deepstore Limited	Asbury House, Bradford Road, Winsford, Cheshire, CW7 2PA	2,375.20
CD02	Dell Corporation Limited	Milbanke House, Western Road, Bracknell, Berkshire, RG12 1RW	4,618.57
CD03	Desk-Link Office Furniture Ltd	Unit B, Tafarnaubach Industrial Estate, Tredegar, Gwent, NP22 3AA	19,019.20
			3,630.19

Signature

Date

County Commercial Stationery Ltd.

B - Company Creditors

Key	Name	Address	
CD04	Dixon Europe Limited	23 Maxwell Road, Woodston, Peterborough, PE2 7HU	2,512.55
CD05	Direct Thermo	6 Caddick Road, Knowsley Business Park, Knowsley, Prescot, Merseyside, L34 9HP	75.90
CD07	Digital People UK Limited	1 Davis Road, Chessington, Surrey, KT19 1TT	16,642.78
CD08	Dixon Keogh	Old Bank Chambers, 32 High Street, Northwich, Cheshire, CW9 5BL	854.00
CD09	D & P Watson	Unit 8a, Bechers Drive, Aintree Racecourse Business Park, Aintree, Merseyside L9 5AY	25.89
CD0A	DHL International UK Ltd	Unit 8a, Bechers Drive, Aintree Racecourse Business Park, Aintree, Merseyside L9 5AY	550.06
CD0B	DHL Express UK Ltd	1 Dukes Green Avenue, Faggs Road, Feltham, Middlesex, TW14 0LR	2,251.25
CE00	Eagle Envelopes Ltd	Hilblom House, 1 Dukes Green Avenue, Faggs Road, Feltham, TW14 0LR	162.93
CE01	Ellis Whittam	P O Box 1735, Walsall, West Midlands, WS3 2GR	2,910.37
CE02	Express Despatch	Woodhouse, Aldford, Chester, CH3 6JD	903.51
CF01	Fast Key Service	Fairview Industrial Estate, Kingsbury Road, Curdworth, Sutton Coldfield, West Midlands B76 9EE	76.26
CF02	Finishing Solutions (Liverpool) Ltd	5C Russel Court, Russell Gardens, Wickford, Essex, SS11 8QU	936.10
CF03	Freshwater Coolers	3 Bridge Street, Bootle, Liverpool, Merseyside, L20 8AL	496.30
CG00	GGI Office Furniture (UK) Ltd	Matthew Murray House, 97 Water Lane, Leeds, LS11 5QN	1,967.51
CH00	Hoviat Labels and Tapes	Global Way, Darwen, Lancashire, BB3 0RW	227.24
CH01	Hall Packaging	West Point, New Hythes Lane, Larkfield, Kent, ME20 6XJ	255.99
CH02	Howard Smith Papers	30 Greystone Road, Penketh, Warrington, WA5 2ER	254.73
CH05	HM Revenue & Customs	Sovereign House, Unit 30 Kingsland Garage, Woodston, Warrington, Cheshire WA1 4RW	0.00
CI00	Identibadge Ltd	Enforcement & Insolvency, Durrington Bridge House, Barrington Road, Worthing, West Sussex BN12 4SE	564.81
CI01	Inform	158 Godstone Road, WhyteleafeSurrey, CR3 0ED	111.67
CI02	Infolec UK Ltd	Wheatfield Way, Hinkley, LE10 1YG	4,948.45
CI03	In-Step Direct	PO Box 2910, Reading, RG7 4GF	442.34
CI04	Inter-Group Communications	Rodney Road, Frattton Industrial Estate, Portsmouth, PO7 8SY	950.30
CJ00	JG Business Machines Ltd	Telecom Engineering Centre, Norwood Road, Southport, Merseyside, PR9 6EL	358.45
CJ01	JJ Blackledge (Manchester) Ltd	Barn Close, Langage Business Park, Plympton, Plymouth, PL7 5HQ	345.41
CJ02	JJ Electronics	Sharp Street, Off Oldham Road, Middleton, Manchester, M24 1AD	1,206.86
CK00	K3 Northwest Ltd	Astley Park, Kennedy Road, Chadock Lane, Astley, Manchester M29 7JY	324.30
CK01	Keramikos Ltd	Unit 2 West Float, Dock Road, Wallasey, CH41 1AE	2,620.21
CK02	KDC Ltd	Unit A Azalea Close, Clover Nook Ind Park, Somercotes, Alfreton, DE55 4QX	684.54
CL00	Loughlin Pharma Ltd	21 Hansby Drive, Meridian Business Village, Liverpool, L24 8LG	778.68
CL01	LT Print	Harrington House, Brunswick Business Pk, Liverpool, L3 4BH	1,675.75
CL02	Loyds TSB Autolease	Alfred Road, Wallasey, CH44 7HY	1,897.84
CL03	Leisure Plan	Windsor House, Hollins Brook Way, Bury, BL9 8RT	398.33
CM00	Mailing Matters	4 Barrington Drive, Southport, PR8 2PR	287.50
CM01	Masters Of London	Unit 8 5/8 6 Tameside Business Pk, Windmill Lane, Denton, Manchester, M34 3QS	803.75
CM02	Mercol Office Furniture Ltd	Cable Point, Manor Gate, Manor Royal, Crawley, RH10 9SX	268.13
CM03	Micro Peripherals Ltd	Primrose Hill, ratcliffe Street, Darwin, BB3 2BZ	338.95
CM04	Midwich Ltd	Shorten Brook Way, Altham Business Park, Altham, Accrington, BB5 5YJ	20.32
		Gillray Road, Diss, Norfolk, IP22 4YT	

Signature

Date

County Commercial Stationery Ltd

B- Company Creditors

Key Name Address

CM05	James McNaughton Paper Ltd	5 Kingsland Grange, Woolston, Warrington, WA1 4RW	2,163.73
CM06	MDR Silverprint	2 Albright Road, off Newstead Road, Ditton, Widnes, WA8 8FY	173.88
CM07	Mican Information	Oakmere House, Horsemans Green, Whitchurch, SY13 3DY	3,109.58
CN00	North West Paper Ltd	PO Box 540, South Preston, PR5 8GF	7,194.97
CN01	Night Freight	Crestwood House, Birches Rise, Willenhall, West Midlands, WV13 2DB	366.91
CO00	Officeplan Limited	Unit 7 Cromwell Centre, Stepfield, Witham, CM8 3TH	1,021.80
CO01	1 & 1 Internet Limited	The Nova Building, Herschel Street, Slough, SL1 1XS	63.27
CO02	Office Friendly	K House, Sheffield Airport Business Pk, Europa Link, Sheffield, S9 1XU	1,802.47
CO04	Opal	Stanford House, Garrett Field, Birchwood, Warrington, WA3 7BH	0.00
CO05	Optoplast	83 Sefton Lane, Maghull, Liverpool, L31 8BU	170.38
CP00	Paper 4 Print Ltd	Unit 6 Capitol Trading Park, Kirkby Bank Road, Knowsley Ind Est, Liverpool, L33 7SY	15,840.85
CP01	Park Graphics	8 Courtfield, Ormskirk, L39 1LB	130.00
CP02	Phoenix Safe Company	Apex House, 1 Orrell Mount, Liverpool, L20 6NS	893.78
CP03	Pollyflame Concept UK	Unit 1 Davy Close, Park Farm South, Wellingborough, Northants, NN8 6XX	2,305.64
CP04	Premiere Products	Bouncers Lane, Cheltenham, Gloucestershire, GL52 5JD	261.05
CP05	The Printroom UK	Unit C2 Kingfisher Business Pk, Bootle, Liverpool, L20 6PE	3,508.12
CP06	Protec Direct Ltd	PO Box 3322, Sheffield, S6 2XX	152.69
CP07	PHJ Ltd	Carlson House, Mount Pleasant Business Centre, Jackson St, Oldham, OL4 1HU	206.83
CP08	Pitney Bowes	PO Box 6570, Harlow, Essex, CM20 2GZ	1,836.00
CP09	Protx	Holborn Hall, 100 Gray's Inn Road, London, WC1X 8AL	23.00
CR00	Redwood Limited	Unit 3 Valentines Bldg, Aintree Racecourse Business Park, Topham Drive, Liverpool L9 5AL	822.25
CR01	Relay Print Services Ltd	38a Magazine Lane, Wallasey, CH45 1LU	1,516.39
CR02	Robert Home Paper Co	c/o Moore Stephens, St Paul's House, Warwick Lane, London, EC4M 7BP	4,308.78
CR03	Royal Mail Group Ltd	Credit Management Centre, Stone Hill Road, Farnworth, Bolton, BL4 9XX	17,331.57
CS00	S B Weston Ltd	125 Harris Way, Sunbury on Thames, Middlesex, TW16 7EL	297.86
CS01	Scorpio Signs	Hartford House Yard, School Lane, Hartford, CW8 1NP	195.28
CS02	Spicers Ltd	Sawston, Cambridge, CB2 4JG	5,413.28
CS03	Scottish Power	1 Atlantic Quay, Glasgow, G2 8SP	1,527.04
CS04	Shell UK Ltd	Rowland Way, Manchester, M22 5SB	3,843.59
CS05	Sonitech Systems	Bridge House, 465-467 Crewe Road, Sandbach, CW11 3RT	16.40
CS06	Streamline	Gateshead Card Centre, PO Box 27, Victory House, 5th Avenue, Gateshead, NE8 1HU	104.58
CS07	STD Limited	STD House, Units 5-8 Second Avenue, Radnor Park Ind Est, Congleton, Ches. CW12 4XJ	6,830.86
CS08	Summit Chairs Ltd	Treenwood Ind Est, Rowden Lane, Bradford on Avon, Wilts, BA15 2AU	118.69
CS09	SPS EU Limited	Neptune House, Sycamore Trading Est, Squires Gate Lane, Blackpool, Lancs FY4 3RL	1,105.15
CT00	Techwire Services	Unit 19 Carrock Road, The Croft Business Park, Bromborough, CH62 3RA	21.39
CT01	Tachodisc	19 Kingsland Grange, Woolston, Warrington, WA1 4RW	5.12
CT02	Tamar Labels	13 Arundel Road, Wymondham, Norfolk, NR18 0JE	588.68
CT03	Taylors Print & Business	Unit 9 Wareing Road, Graylaw Ind Est, Aintree, Liverpool L9 7AU	1,357.00

Signature

Date

County Commercial Stationery Ltd

B - Company Creditors

Key	Name	Address	£
CT04	TC Group (MW (UK) Limited)	c/o Alradius Collections Ltd, 3 Harbour Drive, Capital Waterside, Cardiff, CF10 4WZ	3,868.18
CT05	Tollit & Harvey	Oldmedow Road, Hardwick Ind Est, Kings Lynn, Norfolk, PE30 4LW	287.85
CT06	Tower Supplies	Rivermere House, Unit 1 Woodhill St, Bury, Lancs, BL8 1AT	1,657.55
CT07	Triumph Business Systems Ltd	Triumph Works, The Willows, Merthyr, Tydfil, Mid Glamorgan CF48 1YH	60.17
CT08	The Bizz Badge Co	Bourne Park, Cores End Road, Bourne End, Bucks, SL8 5AS	2,070.00
CU01	Utility	Warehouse, Dryden House, The Edge Business Centre, Humber Road, London NW2 6EW	199.75
CU02	Uniforce Products Ltd	Enterprise House, Roydsdale Way, Euroway Trading Est, Bradford, BD4 6SE	988.77
CU03	United Brands of Scandinavia	Unit 1 Hirwaun Ind Est, Hirwaun, CF44 9UP	1,199.03
CU04	United Utilities	PO Box 459, Warrington, WA55 1WB	0.00
CV00	Vow Ltd	Kaye House, Sheffield Airport Business Pk, Europa Link, Sheffield, S9 1XU	107,396.49
CX01	Xerox Office Supplies	Cheadle Place, Stockport Road, Cheadle, Stockport, SK8 2JX	15,092.61
CY00	York Mailing Ltd	Brinkworth Rush, Airfield Business Pk, Elvington, York, YO41 4AU	6,500.00
125 Entries Totalling			579,447.16

Signature _____

Date _____

Parkin S Booth & Co

TIME & CHARGEOUT SUMMARIES

County Commercial Stationery Ltd

HOURS							
Classification Of work Function	Partner	Manager	Other Senior Professional	Assistants & Support Staff	Total Hours	Time Cost £	Average Hourly Rate £
Administration & Planning	9.00	0.00	25.50	11.75	46.25	6,310.00	136.43
Investigations	0.00	0.00	1.00	0.00	1.00	120.00	120.00
Realisation of Assets	9.50	0.00	48.75	0.00	58.25	8,225.00	141.20
Creditors	0.00	0.00	19.75	0.00	19.75	2,370.00	120.00
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fees Claimed £	4,625.00	0.00	11,400.00	1,000.00		17,025.00	
Total Hours	18.50	0.00	95.00	11.75	125.25		
Average Rate	250.00	0.00	120.00	85.11			

Standard Activity Examples of Work

Administration and Planning

Case Planning
Administrative set up
Appointment notification
Maintenance of records
Statutory reporting
Insurance of assets

Investigations

SIP 2 review
CDDA reports
Investigating antecedent transactions

Realisation of assets

Identifying and securing assets
Debt collection
Property, business and asset sales

Trading

Management of operations
Accounting for trading
On-going employee issues

Creditors

Communication with creditors
Creditors' claims (including employees' and other preferential creditors')
Retention of Title

County Commercial Stationery Ltd
(In Administration)
Joint Administrators' Abstract of Receipts & Payments
To 27/05/2009

S of A £		£	£
	ASSET REALISATIONS		
25,070.00	Long Leasehold Properties	NIL	
1,970.00	Plant & Machinery	NIL	
2,110.00	Furniture & Equipment	NIL	
6,000.00	Stock	NIL	
264,757.00	Book Debts	65,422.43	
38,438.00	Cash at Bank Special Account	88,002.12	
			153,424.55
	COST OF REALISATIONS		
	Specific Bond	240.00	
	Accountancy fees	150.00	
	Statutory Advertising	146.74	
	Rates	1,086.30	
	Wages & Salaries	2,202.92	
			(3,825.96)
<u>338,345.00</u>			<u>149,598.59</u>
	REPRESENTED BY		
	Vat Receivable		44.51
	Bank 1 Current		149,794.08
	Office		(240.00)
			<u>149,598.59</u>

A CREDITORS' GUIDE TO ADMINISTRATORS' FEES

Where Petition Presented or Appointment Made On or After 15 September 2003

ENGLAND AND WALES

1 Introduction

1.1 When a company goes into administration the costs of the proceedings are paid out of its assets. The creditors, who hope eventually to recover some of their debts out of the assets, therefore have a direct interest in the level of costs, and in particular the remuneration of the insolvency practitioner appointed to act as administrator. The insolvency legislation recognises this interest by providing mechanisms for creditors to determine the basis of the administrator's fees. This guide is intended to help creditors be aware of their rights under the legislation to approve and monitor fees and explains the basis on which fees are fixed.

2 The nature of administration

2.1 Administration is a procedure which places a company under the control of an insolvency practitioner and the protection of the court with the following objective:

- rescuing the company as a going concern, or
- achieving a better result for the creditors as a whole than would be likely if the company were wound up without first being in administration,

or, if the administrator thinks neither of these objectives is reasonably practicable

- • realising property in order to make a distribution to secured or preferential creditors.

3 The creditors' committee

3.1 The creditors have the right to appoint a committee with a minimum of 3 and a maximum of 5 members. One of the functions of the committee is to determine the basis of the administrator's remuneration. The committee is normally established at the meeting of creditors which the administrator is required to hold within a maximum of 10 weeks from the beginning of the administration to consider his proposals. The administrator must call the first meeting of the committee within 6 weeks of its establishment, and subsequent meetings must be held either at specified dates agreed by the committee, or when a member of the committee asks for one, or when the administrator decides he needs to hold one. The committee has power to summon the administrator to attend before it and provide information about the exercise of his functions.

4 Fixing the administrator's fees

4.1 The basis for fixing the administrator's remuneration is set out in Rule 2.106 of the Insolvency Rules 1986, which states that it shall be fixed either:

- as a percentage of the value of the property which the administrator has to deal with, or
- by reference to the time properly given by the administrator and his staff in attending to matters arising in the administration.

It is for the creditors' committee (if there is one) to determine on which of these bases the remuneration is to be fixed, and if it is fixed as a percentage fix the percentage to be applied. Rule 2.106 says that in arriving at its decision the committee shall have regard to the following matters:

- the complexity (or otherwise) of the case;
- any responsibility of an exceptional kind or degree which falls on the administrator;

- the effectiveness with which the administrator appears to be carrying out, or to have carried out, his duties;
- the value and nature of the property which the administrator has to deal with.

4.2 If there is no creditors' committee, or the committee does not make the requisite determination, the administrator's remuneration may be fixed by a resolution of a meeting of creditors having regard to the same matters as the committee would. If the remuneration is not fixed in any of these ways, it will be fixed by the court on application by the administrator.

4.3 There are special rules about creditors' resolutions in cases where the administrator has stated in his proposals that the company has insufficient property to enable a distribution to be made to unsecured creditors except out of the reserved fund which may have to be set aside out of floating charge assets.

In this case, if there is no creditors' committee, or the committee does not make the requisite determination, the remuneration may be fixed by the approval of –

- each secured creditor of the company; or
- if the administrator has made or intends to make a distribution to preferential creditors –
- each secured creditor of the company; and
- preferential creditors whose debts amount to more than 50% of the preferential debts of the company, disregarding debts of any creditor who does not respond to an invitation to give or withhold approval,

having regard to the same matters as the committee would.

Note that there is no requirement to hold a creditors' meeting in such cases unless a meeting is requisitioned by creditors whose debts amount to at least 10 per cent of the total debts of the company.

4.4 A resolution of creditors may be obtained by correspondence.

5 What information should be provided by the administrator?

5.1 When seeking fee approval

5.1.1 When seeking agreement to his fees the administrator should provide sufficient supporting information to enable the committee or the creditors to form a judgement as to whether the proposed fee is reasonable having regard to all the circumstances of the case. The nature and extent of the supporting information which should be provided will depend on:

- the nature of the approval being sought;
- the stage during the administration of the case at which it is being sought; and
- the size and complexity of the case.

5.1.2 Where, at any creditors' or committee meeting, the administrator seeks agreement to the terms on which he is to be remunerated, he should provide the meeting with details of the charge-out rates of all grades of staff, including principals, which are likely to be involved on the case.

5.1.3 Where the administrator seeks agreement to his fees during the course of the administration, he should always provide an up to date receipts and payments account. Where the proposed fee is based on time costs the administrator should disclose to the committee or the creditors the time spent and the charge-out value in the particular case, together with, where appropriate, such additional information as may reasonably be required having regard to the size and complexity of the case. The additional information should comprise a sufficient explanation of what the administrator has achieved and how it was achieved to enable the value of the exercise to be

assessed (whilst recognising that the administrator must fulfil certain statutory obligations that might be seen to bring no added value for creditors) and to establish that the time has been properly spent on the case. That assessment will need to be made having regard to the time spent and the rates at which that time was charged, bearing in mind the factors set out in paragraph 4.1 above.

To enable this assessment to be carried out it may be necessary for the administrator to provide an analysis of the time spent on the case by type of activity and grade of staff. The degree of detail will depend on the circumstances of the case, but it will be helpful to be aware of the professional guidance which has been given to insolvency practitioners on this subject. The guidance suggests the following areas of activity as a basis for the analysis of time spent:

- Administration and planning
- Investigations
- Realisation of assets
- Trading
- Creditors
- Any other case-specific matters

The following categories are suggested as a basis for analysis by grade of staff:

- Partner
- Manager
- Other senior professionals
- Assistants and support staff

The explanation of what has been done can be expected to include an outline of the nature of the assignment and the administrator's own initial assessment, including the anticipated return to creditors. To the extent applicable it should also explain:

- Any significant aspects of the case, particularly those that affect the amount of time spent.
- The reasons for subsequent changes in strategy.
- Any comments on any figures in the summary of time spent accompanying the request the administrator wishes to make.
- The steps taken to establish the views of creditors, particularly in relation to agreeing the strategy for the assignment, budgeting, time recording, fee drawing or fee agreement.
- Any existing agreement about fees.
- Details of how other professionals, including subcontractors, were chosen, how they were contracted to be paid, and what steps have been taken to review their fees.

It should be borne in mind that the degree of analysis and form of presentation should be proportionate to the size and complexity of the case. In smaller cases not all categories of activity will always be relevant, whilst further analysis may be necessary in larger cases.

5.1.4 Where the fee is charged on a percentage basis the administrator should provide details of any work which has been or is intended to be sub-contracted out which would normally be undertaken directly by an administrator or his staff.

5.2 After fee approval

Where a resolution fixing the basis of fees is passed at any creditors' meeting held before he has substantially completed his functions, the administrator should notify the creditors of the details of the resolution in his next report or circular to them. In all subsequent reports to creditors the administrator should specify the amount of remuneration he has drawn in accordance with the

resolution. Where the fee is based on time costs he should also provide details of the time spent and charge-out value to date and any material changes in the rates charged for the various grades since the resolution was first passed. He should also provide such additional information as may be required in accordance with the principles set out in paragraph 5.1.3. Where the fee is charged on a percentage basis the administrator should provide the details set out in paragraph 5.1.4 above regarding work which has been sub-contracted out.

5.3 Expenses and disbursements

There is no statutory requirement for the committee or the creditors to approve the drawing of expenses or disbursements. However, professional guidance issued to insolvency practitioners requires that, where the administrator proposes to recover costs which, whilst being in the nature of expenses or disbursements, may include an element of shared or allocated costs (such as room hire, document storage or communication facilities provided by the administrator's own firm), they must be disclosed and be authorised by those responsible for approving his remuneration. Such expenses must be directly incurred on the case and subject to a reasonable method of calculation and allocation.

6 What if a creditor is dissatisfied?

6.1 If a creditor believes that the administrator's remuneration is too high he may, if at least 25 per cent in value of the creditors (including himself) agree, apply to the court for an order that it be reduced. If the court does not dismiss the application (which it may if it considers that insufficient cause is shown) the applicant must give the administrator a copy of the application and supporting evidence at least 14 days before the hearing. Unless the court orders otherwise, the costs must be paid by the applicant and not as an expense of the administration.

7 What if the administrator is dissatisfied?

7.1 If the administrator considers that the remuneration fixed by the creditors' committee is insufficient he may request that it be increased by resolution of the creditors. If he considers that the remuneration fixed by the committee or the creditors is insufficient, he may apply to the court for it to be increased. If he decides to apply to the court he must give at least 14 days' notice to the members of the creditors' committee and the committee may nominate one or more of its members to appear or be represented on the application. If there is no committee, the administrator's notice of his application must be sent to such of the company's creditors as the court may direct, and they may nominate one or more of their number to appear or be represented. The court may order the costs to be paid as an expense of the administration.

8 Other matters relating to fees

8.1 Where there are joint administrators it is for them to agree between themselves how the remuneration payable should be apportioned. Any dispute arising between them may be referred to the court, the creditors' committee or a meeting of creditors.

8.2 If the administrator is a solicitor and employs his own firm to act on behalf of the company, profit costs may not be paid unless authorised by the creditors' committee, the creditors or the court.

9. Provision of information – additional requirements

In any case where the administrator is appointed on or after 1 April 2005 he must provide certain information about time spent on a case, free of charge, upon request by any creditor, director or shareholder of the company.

The information which must be provided is –

- the total number of hours spent on the case by the administrator or staff assigned to the case;
- for each grade of staff, the average hourly rate at which they are charged out;
- the number of hours spent by each grade of staff in the relevant period.

The period for which the information must be provided is the period from appointment to the end of the most recent period of six months reckoned from the date of the administrator's appointment, or where he has vacated office, the date that he vacated office.

The information must be provided within 28 days of receipt of the request by the administrator, and requests must be made within two years from vacation of office.

PARKIN S BOOTH & CO CHARGING OUT RATES

Partner	£250 per hour
Salaried Partner	£210 per hour
Senior Manager	£180 per hour
Manager	£150 per hour
Case Manager	£120 per hour
Administrator	£100 per hour
Junior Administrator	£75 per hour
Support Staff	£50 per hour

SIP 9 VERSION 5 – APRIL 2007

Notice of a meeting of creditors

Name of Company COUNTY COMMERCIAL STATIONERY LIMITED	Company number 2286091
In the HIGH COURT OF JUSTICE, CHANCERY DIVISION, LIVERPOOL DISTRICT REGISTRY	Court case number 872 OF 2009

(a) Insert full name(s) and address(es) of the administrator(s)

Notice is hereby given by Ian C Brown and Robert M Rutherford

that a meeting of the creditors of COUNTY COMMERCIAL STATIONERY LIMITED

(b) Insert full name and address of registered office of the company

R/O Yorkshire House, 18 Chapel Street, Liverpool L3 9AG

is to be held at Yorkshire House, 18 Chapel Street, Liverpool L3 9AG

(c) Insert details of place of meeting

on 17 June 2009 at 11.30am

The meeting is:

(d) Insert date and time of meeting

an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ("the Schedule");

I invite you to attend the above meeting.

*Delete as applicable

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 at the meeting you must give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

Signed



Joint Administrator

Dated

* Delete as applicable

A copy of the proposals is attached

Entitlement to vote

2.38.—(1) Subject as follows, at a meeting of creditors in administration proceedings a person is entitled to vote only if—

(a) he has given to the administrator, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of the debt which—

(i) he claims to be due to him from the company; or

(ii) in relation to a member State liquidator, is claimed to be due to creditors in proceedings in relation to which he holds office;

(b) the claim has been duly admitted under the following provisions of this Rule; and

(c) there has been lodged with the administrator any proxy which he intends to be used on his behalf,

and details of the debt must include any calculation for the purposes of Rules 2.40 to 2.42.

(2) The chairman of the meeting may allow a creditor to vote, notwithstanding that he has failed to comply with paragraph (1)(a), if satisfied that the failure was due to circumstances beyond the creditor's control.

(3) The chairman of the meeting may call for any document or other evidence to be produced to him, where he thinks it necessary for the purpose of substantiating the whole or any part of the claim.

(4) Votes are calculated according to the amount of a creditor's claim as at the date on which the company entered administration, less any payments that have been made to him after that date in respect of his claim and any adjustment by way of set-off in accordance with Rule 2.85 as if that Rule were applied on the date that the votes are counted.

(5) A creditor shall not vote in respect of a debt for an unliquidated amount, or any debt whose value is not ascertained, except where the chairman agrees to put upon the debt an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.

(6) No vote shall be cast by virtue of a claim more than once on any resolution put to the meeting.

(7) Where—

- (a) a creditor is entitled to vote under this Rule;
- (b) has lodged his claim in one or more sets of other proceedings; and
- (c) votes (either in person or by proxy) on a resolution put to the meeting; and
- (d) the member State liquidator casts a vote in respect of the same claim, only the creditor's vote shall be counted.

(8) Where—

- (a) a creditor has lodged his claim in more than one set of other proceedings; and
- (b) more than one member State liquidator seeks to vote by virtue of that claim, the entitlement to vote by virtue of that claim is exercisable by the member State liquidator in main proceedings, whether or not the creditor has lodged his claim in the main proceedings.

(9) For the purposes of paragraph (6), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.

(10) For the purposes of paragraphs (7) and (8), "other proceedings" means main proceedings, secondary proceedings or territorial proceedings in another member State. objection to the claim is sustained. nominated by him to be chairman is personally liable for

**IN THE MATTER OF
COUNTY COMMERCIAL STATIONERY LIMITED
COMPANY NUMBER 2286091
AND
IN THE MATTER OF THE INSOLVENCY ACT 1986**

Notes

The person appointed proxy holder may be the Chairman of the Meeting or such other person that the Creditor may appoint

A Firm, Partnership, Limited Company or Official Receiver may not be appointed proxy holder

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

Please complete paragraph (1) if you wish to nominate or vote for a specific person as Liquidator

Name of Creditor.....

Address.....

Name of Proxy Holder.....

1.....

.....Failing whom

2.....

.....Failing whom

3.....

I appoint the above person to be my/the Creditor's proxy holder at the Meeting of Creditors to be held on **17 June 2009** or at any adjournment of that Meeting. The proxy-holder is to vote as instructed below (and in respect of any Resolution for which no specific instruction is given may vote to abstain at his/her discretion).

Voting Instructions for Resolutions

(1) For the acceptance/rejection of the Joint Administrators' Proposals as circulated

FOR/AGAINST

SignatureDate.....

Name (*block capitals*)

Position with Creditor.....

Please note that if you nominate the Chairman of the Meeting he will be a Joint Administrator.

PSB reference