The Insolvency Act 1986

2.17B

Statement of administrator's proposals

Name of Company

Abracross Limited t/a Pipe Scenes

Company number

02692004

In the

High Court of Justice, Chancery Division,

Companies Court

(full name of court)

Court case number 5718/2011

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

administrator(s)

I/We (a)
Alexander Kınnınmonth
RSM Tenon Recovery
Highfield Court, Tollgate
Chandlers Ford
Eastleigh
Hampshire, SO53 3TZ

David James Green RSM Tenon Recovery Highfield Court, Tollgate Chandlers Ford Eastleigh Hampshire, SO53 3TZ

*Delete as applicable

attach a copy of *my/our proposals in respect of the administration of the above company

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

(b) 27 July 2011

Signed

Dated

Joint Administrator(s)

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 researchers of the

Alexander Kınnınmonth RSM Tenon Recovery Highfield Court, Tollgate Chandlers Ford Eastleigh Hampshire, SO53 3TZ

DX Number

+44 (0) 2380 646 464 DX Exchange

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29/07/2011 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

Joint Administrators' Proposals relating to

Abracross Limited t/a Pipe Scenes and Steamist ("the Company") – In Administration

Issued on: 27 July 2011

Alexander Kınnınmonth and David James Green of RSM Tenon Recovery are the Joint Administrators of the Company and these are the Joint Administrators' statutory proposals relating to the Company

1. Statutory Information

Statutory information relating to the Company is attached at Appendix I

2. Circumstances leading to the appointment of the Joint Administrators

The Company was incorporated in February 1992 and traded as a supplier and installer of bathrooms, saunas and hot tubs from premises at 536-540 Portswood Road, Southampton There was also a trade counter for plumbing parts at the same premises

David Carr became a director of the Company in April 2000 and became sole shareholder in 2004 Melissa Goodwin and Roger Goodwin were appointed as directors in August 2007

The Company had historically traded profitably, however in 2008 the Company began making losses. A summary of the Company's recent trading performance is shown below

	Management Accounts	Management Accounts
	Pipe Scenes	Steamist
	1 March 2011 to	1 March 2011 to
	30 June 2011	30 June 2011
	£	£
Turnover	421,185	30,894
Cost of Sales	(293,611)	(19,258)
Gross Profit	127,574	11,636
Gross Profit %	30	38
Overheads	(174,404)	(208)
Net Profit/(Loss) after tax	(46,830)	11,428

It should be noted that the management accounts have not been verified for accuracy and therefore may not reflect the Company's true trading position

The director attributes the Company's financial difficulties to a downturn in demand for the premium quality goods and installations it provided, which has resulted in the annual turnover falling from £2 2 million to £1 2 million over the past two years

On 30 June 2011 the director, having considered the financial position of the Company, served a Notice of Intention to Appoint Administrators on Lloyds TSB Commercial Finance ("LTSBCF") and Lloyds TSB Bank Plc ("Lloyds") Upon receiving the Notice of Intention to Appoint Administrators, LTSBCF chose to appoint its own preferred Administrators and issued instructions to RSM Tenon

After receiving LTSBCF's instructions, RSM Tenon Recovery met David Carr, a director of the Company, to explore the position. At that meeting, it was established that David Carr's pension fund owned the trading premises, which severely restricted the opportunities for marketing the business to third parties.

The assets were valued by Proudley Associates Limited, independent agents and valuers instructed by RSM Tenon, as follows

	Market Value In-Situ (£)	Market Value Ex-Situ (£)
Contents of Showroom, Warehouse, and Yard including Stock and Displays	32,950	9,500
Vehicles	12,950	7,600
Totals	45,900	17,100

A sales memorandum was prepared and circulated to all directors within RSM Tenon nationally and to all potentially interested parties from the proposed Joint Administrators' own internal database but, given the difficultly surrounding the ownership of the premises, no interest was received from these parties

An offer in the sum of £30,000 was, however, received from Pipe Scenes Limited ("Pipe Scenes") for the whole of the assets and business. Pipe Scenes is a company connected by virtue of a common director and shareholder, David Carr. Given the greatly diminished exsitu value and the lack of any other interest, the proposed Joint Administrators entered into negotiations with Pipe Scenes. Following these negotiations, the proposed Joint Administrators received an increased offer of £40,000 for the assets and business and Proudley Associates Limited strongly recommended that it be accepted.

The offer has been apportioned as follows

	(£)
Goodwill	`1
Plant and Equipment, Vehicles, Stock and Work	39,999
in Progress	
Total	40,000

On 6 July 2011, David James Green and I were appointed by LTSBCF as Joint Administrators of the Company and shortly after the sale to Pipe Scenes was completed. The appointment permitted the Joint Administrators to take any actions required either jointly or alone.

3. Objectives of the Administration of the Company and the Joint Administrators' strategy for achieving them

The purpose of an Administration is to achieve one of the three hierarchical objectives set out in the insolvency legislation, which are to

- (a) rescue the company as a going concern, or
- (b) achieve a better result for the company's creditors as a whole than would be likely if the company were wound up (without first being in Administration), or
- (c) realise property in order to make a distribution to one or more secured or preferential creditors

Objective (a) could not be achieved as no purchaser could be found for the shares of the Company and the nature of the Company's trading and its financial circumstances meant that a Company Voluntary Arrangement was not appropriate

As a result, I am seeking to achieve objective (b) for the Company, by way of the sale of the business that completed upon the appointment of the Joint Administrators, in which the going concern value greatly exceeded the ex-situ of the assets

The insolvency legislation has set a 12 month maximum duration for Administrations, unless the duration is extended by the Court or the creditors. If I am unable to complete the Administration of the Company within 12 months then I will either apply to the Court, or hold a meeting of creditors, in order to seek approval to extending the duration of the Administration

4. Actions of the Joint Administrators following appointment

The Joint Administrators decided that it would not be appropriate to continue the business of the Company after their appointment and that an immediate sale of the Company's business and assets was the best way to achieve the objective of the Administration. This decision was made because the ownership of the Company's trading premises would have impacted equally on post-appointment marketing as it did on the pre-appointment marketing. As a result, on 6 July 2011, I sold the Company's business and assets to Pipe Scenes, a connected party by virtue of a common director and shareholder, for £40,000

The sum of £4,000 was payable upon completion, with the balance being paid in nine further monthly instalments of £4,000

In accordance with Statement of Insolvency Practice 16, further details of the sale are provided in Appendix II

5. Financial Position of the Company

I have asked the directors to prepare a summary of the Company's estimated financial position as at 6 July 2011, which is known as a Statement of Affairs, but they have not yet completed preparing it

I have therefore prepared an estimate of the financial position of the Company as at 6 July 2011 from the records of the Company, and that is attached **at Appendix III,** together with a list of names and addresses of all known creditors, and the amounts of their debts

5.1. Book Debts

The Company was subject to an invoice discounting agreement with LTSBCF, and as a result the debtors are assigned to LTSBCF. LTSBCF are collecting the book debts. On the basis of current information, it is likely that there will be a surplus of £10,500 after LTSBCF's principle debt has been paid before charges and termination fees are deducted by LTSBCF.

I have also been advised that there is a non-assigned book debt totalling £500. It is expected that this amount will be recovered in full

5.2. Plant and Machinery, Vehicles, Stock and WIP

The Company's plant and machinery, vehicles, stock and work in progress were included in the sale to Pipe Scenes and the sum of £39,999 is expected to be realised in this regard

5.3. Goodwill

The Company's goodwill was included in the sale to Pipe Scenes and £1 has been realised in this regard

5.4. Preferential creditors

The only known preferential creditors are employees of the Company for unpaid wages and holiday pay Their claims are subject to a maximum limit set by the insolvency legislation

5.5. Prescribed Part

There are provisions of the insolvency legislation that require an Administrator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property."

In this case the primary security of Lloyds and LTSBCF was granted prior to 15 September 2003 and therefore the prescribed part provisions will not apply

6 Joint Administrators' Receipts and Payments Account

I attach a summary of my receipts and payments relating to the Company for the period from when it entered Administration, 6 July 2011, to the date of these proposals, at **Appendix V**

Payments made to date are self explanatory

The following professional advisors have been instructed

Professional Advisor	Nature of Work	Fee Arrangement
Blake Lapthorn Solicitors	Drafting sale agreement and preparing the necessary documentation for the appointment of the Joint Administrators	Time costs + VAT + disbursements
Proudley Associates Limited	Valuing the business and assets of the Company	Fixed fee + VAT + disbursements

The choice of professionals and the basis of the Joint Administrators' fee arrangement with them was made after consideration of their experience and ability to perform this type of work and the complexity and nature of the assignment

7 Proposed Future Actions of the Joint Administrators to Achieve the Objective of the Administration

In order to achieve the objective of the Administration of the Company the Joint Administrators propose to continue to collect the sale consideration

The Joint Administrators will also ensure that maximum recoveries are made in respect of the book debts, both assigned and non-assigned

8. Meeting of Creditors

I am holding a meeting of creditors to enable creditors to consider and vote on my formal proposals to achieve the objective of the Administration of the Company. The meeting will be held on 12 August at 2pm at Highfield Court, Tollgate, Chandlers Ford, Eastleigh, Hampshire, SO53 3TZ, and a formal notice of the meeting is enclosed with these proposals.

I also enclose a proxy form and a claim form for your use at the meeting of creditors. As a creditor you can only vote if you complete and send the proof of debt form (and proxy form if you intend to use one) to us and your claim is admitted. I must receive your completed forms by no later than noon on the business day before the day of the meeting. You are not

required to attend the meeting, and non-attendance will not affect your rights against the Company Creditors whose claims are wholly secured are not entitled to vote at this meeting, but can attend or be represented

The meeting of creditors will be given the opportunity to appoint a creditors' committee. A committee is made up of between three and five representatives of creditors who will then meet me on a regular basis to discuss the Administration of the Company. If a committee is appointed then it will be for them to approve my remuneration and category 2 expenses. If a committee is not appointed then approval of my remuneration and category 2 expenses will be considered as part of these formal proposals.

9. Pre-Administration Costs

Before a company enters into any form of insolvency proceedings, professional costs are necessarily incurred in order -

- to ensure that the most appropriate form of proceedings is chosen, in the interests of creditors, and
- to deal with the mechanics of initiating the proceedings and appointing an Insolvency Practitioner

The basis on which these costs are to be paid varies according to the insolvency procedure adopted. In the case of a company entering into Administration, the Administrator must make a 'Statement of Pre-Administration Costs', the content of which is prescribed by the Insolvency Rules, and seek approval for their payment from the creditors of the Company

My statement of Pre-Administration costs is set out at Appendix VI

In this case, further work was also done in the interests of creditors prior to our appointment as Joint Administrators to prepare for the sale of the business and assets shortly following our appointment. It will be appreciated that, had this commercial opportunity not been available, it would have still been necessary to obtain valuations and instruct agents and solicitors to assist in disposing of the assets following the appointment, and for me to manage and oversee the asset realisation process. To that extent, these costs are not additional costs that would have been saved, had the assets been disposed of later.

A separate resolution dealing with my Pre-Administration costs is on the proxy accompanying this report. I should point out that this resolution does not comprise part of my formal Proposals for the conduct of the administration.

10. Joint Administrators' Remuneration and Expenses

I propose that our fees will be charged by reference to the time properly spent by us and our staff in dealing with the matters relating to the Administration of the Company. This time will be charged at the hourly charge out rate of the grade of staff undertaking the work at the time the work is undertaken. Information about current charge out rates is set out in **Appendix IV**.

I also propose that we are permitted to charge what are known as category 2 expenses information about category 2 expenses is also set out in **Appendix IV**

The approval of the basis of our remuneration and category 2 expenses forms part of these proposals, for which approval is being sought, but if a creditors' committee is appointed at the forthcoming meeting of creditors then I will seek approval from that committee instead

To the date this report is prepared, my time costs amount to £6,835, representing 32 6 hours work, at an average charge out rate of £209 66 **Appendix IV** contains information about remuneration and expenses, including the total time spent on the affairs of the Company for the period from when it entered Administration, 6 July 2011, to the date of these proposals, and the cost of that time based on the charge out rates of the staff undertaking the work

The proposals include terms setting out the basis on which the Joint Administrators are to be paid and their expenses met. Creditors are also being asked to consider whether to approve payment of the Joint Administrators pre-Administration costs out of the assets of the the Administration Please Company as an expense of go http://www.rsmtenon.com/creditorsquide and click on 'Remuneration Guidelines Administration (post 6 April 2010)' if you require further information relating to Administrator's Remuneration The Guide also gives important information concerning Creditors' Rights Alternatively a copy is available free of charge upon request from the address on the first page of the accompanying letter

11. Discharge from liability

We are, in accordance with legislation, seeking a resolution from the creditors for discharge from liability in respect of any action of ours as Joint Administrators to take effect immediately following our cessation to act as Joint Administrators

12. Joint Administrators' Investigations

I have a duty to consider the conduct of those who have been directors of the Company at any time in the three years preceding the Administration. I am also required to investigate the affairs of the Company in general in order to consider whether any civil proceedings should be taken on its behalf. I should be pleased to receive from you any information you have that you consider will assist me in this duty. I would stress that this request for information forms part of my normal investigation procedure.

13. EC Regulation on Insolvency Proceedings

I consider that the EC Regulation on Insolvency Proceedings applies and that these are "main" proceedings as defined in Article 3 of the EC Regulations as the centre of main interest of the company is in England and Wales

14. Joint Administrators' Proposals

In order to achieve the objective set out at Section 3 above, Alexander Kinninmonth and David James Green of RSM Tenon Recovery, the Joint Administrators, formally propose to creditors that

- (a) they continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that they
 - (i) sell the Company's assets at such time(s) on such terms as they consider appropriate,
 - (ii) investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or company which supplies or has supplied goods or services to the Company, and
 - (III) do all such things and generally exercise all their powers as Administrators as they in their discretion consider desirable or expedient in order to achieve the purpose of the administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or for any purpose incidental to these proposals
- (b) If there are funds available to be distributed to the unsecured creditors, the company exits the Administration by way of a Creditors Voluntary Liquidation, and that Alexander Kinninmonth and David James Green are appointed the Joint Liquidators of the Company, and that they will act jointly and severally in

their duties. Creditors may nominate a different person(s) as the proposed liquidator(s), but must make the nomination(s) at any time after receipt of these proposals, but before they are approved

- (c) If there are no funds available for distribution to the unsecured creditors, the company exits Administration by way of dissolution, or
- (d) the Administration will end by the presentation of a winding up petition to the Court for the Compulsory Liquidation of the Company, and they further propose that Alexander Kinninmonth and David James Green be appointed the liquidators of the Company by the Court, or
- (e) the Administration of the Company will end by making an application to Court for an order that the Administration ceases, or
- (f) the Administration of the Company will end by giving notice to the Court, creditors and Registrar of Companies that the objective of the Administration has been achieved
- (g) If the Administration ends by the Company moving into liquidation or being dissolved, the Joint Administrators shall be discharged from liability 14 days following either the Company entering into liquidation or filing the notice of moving from administration to dissolution
- (h) they shall be authorised to draw their remuneration by reference to time properly spent by them and their staff in dealing with matters relating to the Administration of the Company, such time to be charged at the hourly charge out rate of the grade of staff undertaking the work at the time it was undertaken Details of the current charge out rates for the Joint Administrators and their staff are outlined in **Appendix IV** of these proposals
- (i) they be authorised to draw category 2 expenses as outlined in **Appendix IV** of these proposals

15. Further Information

Should you require any further information relating to these proposals or the Administration of the Company please do not hesitate to contact Alison Hughes on the telephone number shown in the covering letter enclosing these proposals

Alexander Kınninmonth

Joint Administrator

Disensed in the United Kingdom to act as an insolvency practitioner by the Association of Chartered Certified Accountants

The affairs, business and property of the Company are being managed by the Administrators

Company Information

Company Name Abracross Limited t/a Pipe Scenes

Trading Name Pipe Scenes and Steamist

Company Number 02692004

Date of Incorporation 28 February 1992

Trading Address 536-540 Portswood Road, Southampton SO17 3SP

Current Registered Office Highfield Court, Tollgate, Chandlers Ford, Eastleigh,

Hampshire SO53 3TZ

Former Registered Office 536-540 Portswood Road, Southampton SO17 3SP

Principal Trading Activity The sale of bathroom and plumbing products

Appointment details

Date of Appointment 6 July 2011

Appointment made by Lloyds TSB Commercial Finance Limited

Court Name and Reference High Court of Justice, Chancery Division, Companies Court

No 5718 of 2011

Administrators Appointed Alexander Kinninmonth

IP Number 9019

David James Green

IP Number 10070

Officers of the company

Directors Name Shareholding

David Carr 100%

Melissa Goodwin Roger Goodwin

Company Secretary n/a

Share Capital

Authorised Allotted, called up and fully paid

100 ordinary shares of £1 each 2 ordinary shares of £1 each

Charges

Debenture dated 24 June 1993 in favour of Lloyds TSB Bank Plc

Fixed and floating charge dated 31 August 2003 in favour of Lloyds TSB Commercial Finance Limited

Memorandum of pledge and hypothecation of goods in favour of Lloyds TSB Bank Plc dated 23 June 2004

Sale Details

Abracross Limited t/a Pipescenes ("the Company") - In Administration

- Lloyds TSB Commercial Finance Limited ("LTSBCF") instructed RSM Tenon to meet with the Company's director and sole shareholder, David Carr, upon receiving a Notice of Intention to Appointment Administrators RSM Tenon had no involvement with the Company prior to that meeting
- At the meeting it was established that Mr Carr's pension fund owned the premises, which by virtue of their long-standing association with the business, were critical to the in-situ value of the assets
- A sales memorandum was prepared and circulated to all directors within RSM Tenon
 nationally and to all potentially interested parties from the Administrators' own internal
 database but, given the difficulty surrounding the premises, no interest was received
- The proposed Joint Administrators also considered continuing to trade the business after their
 appointment with a view to finding a third-party purchaser but, for reasons associated with the
 ownership of the trading premises, there would have been no benefit and the trading would
 merely have resulted in a diminution of the value
- Due to the circumstances of the appointment, no requests were made to LTSBCF or Lloyds to continue to fund working capital requirements
- In the absence of a sale to Mr Carr's newly formed company Pipe Scenes Limited ("Pipe Scenes"), the proposed Joint Administrators would have been reliant upon closing down the business and pursuing a break-up sale of the stock, vehicles and office equipment, together with whatever value could be realised for the trading names and websites on an ex-situ basis
- The assets were valued by Mark Proudley of Proudley Associates Limited as follows

	Market Value In-Situ	Market Value Ex-Situ
	(£)	(£)
Contents of Showroom, Warehouse, and Yard including Stock and Displays	32,950	9,500
Vehicles	12,950	7,600
Totals	45,900	17,100

- Given the greatly diminished ex-situ value and the lack of any other interest, the only way
 forward for the proposed Joint Administrators was a sale of the business and assets to Pipe
 Scenes
- An offer in the sum of £30,000 was received from Pipe Scenes for the whole of the assets and business. After negotiation, the proposed Joint Administrators managed to increase this offer to £40,000, supported by a personal guarantee from Mr Carr, and Mr Proudley strongly recommended that it be accepted.

The offer has been apportioned as follows

(£)

Goodwill 1
Plant and Equipment, Vehicles, Stock and Work 39,999
in Progress
Total 40,000

- The sum of £4,000 was payable upon completion, with the balance being paid in monthly instalments of £4,000 for nine months
- The Company's largest creditors LTSBCF, Lloyds TSB Bank Plc and Jacuzzi Limited, were consulted regarding to the sale and expressed no objection to it proceeding at £40,000
- The transaction was completed on 6 July 2011
- There are no buy-back conditions attached to the sale
- As previously mentioned, the director and shareholder of purchasing company Pipe Scenes,
 David Carr, is also a director and shareholder of the Company
- David Carr has provided a personal guarantee to Lloyds
- Neither Lloyds or LTSBCF are funding Pipe Scenes
- Following the agreement of the terms of the sale with Pipe Scenes, the relevant documents for the appointment of Alexander Kinninmonth and David James Green as Joint Administrators of the Company were filed Immediately thereafter, the sale to Pipe Scenes was completed

Appendix III

Joint Administrators' Estimate of the Financial Position of the Company

as at 6 July 2011

Insolvency Act 1986

Abracross Limited t/a Pipe Scenes Estimated Statement Of Affairs as at 6 July 2011

	Book Value £	Estimated to	o Realise £
ASSETS Goodwill Lloyds TSB Bank Plc Deficiency c/d	NIL (29,506 46)	1 00 (29,506 46) (29,505 46)	
Book Debts Lloyds TSB Commercial Finance Limited	40,500 00 (30,000 00)	40,500 00 (30,000 00) 10,500 00	10,500 00
Plant & Equipment, Vehicles, Stock, WIP Book Debts	39,999 00 500 00		39,999 00 500 00 50,999 00
LIABILITIES PREFERENTIAL CREDITORS - Employee Arrears/Hol Pay		2,000 00	2,000 00 48,999 00
DEBTS SECURED BY FLOATING CHARGE PRE 15 SEPTE Deficiency b/d	EMBER 2003		29,505 46 19,493 54
OTHER PRE 15 SEPTEMBER 2003 FLOATING CHARGE C	REDITORS		NIL 19,493 54
Estimated prescribed part of net property where applicable (to	o carry forward)		NIL 19,493 54
DEBTS SECURED BY FLOATING CHARGE POST 15 SEPT	rember 2003		NIL 19,493 54
Estimated prescribed part of net property where applicable (b	orought down)		NIL 19,493 54
Unsecured non-preferential claims (excluding any shortfall to Trade & Expense Creditors Directors HM Revenue and Customs - PAYE HM Revenue and Customs - VAT Landlord	floating charge holders) 240,324 76 10,532 13 11,790 23 24,090 21 6,410 00	293,147 33

Insolvency Act 1986

Abracross Limited t/a Pipe Scenes Estimated Statement Of Affairs as at 6 July 2011

	Book Value	Estimated t	o Realise
	£	£	£
Estimated deficiency/surplus as regards non-preferential (excluding any shortfall in respect of F C's post 14 Septe			(273,653 79) (273,653 79)
Issued and called up capital Ordinary Shareholders		2 00	2.00
TOTAL SURPLUS/(DEFICIENCY)			2 00 (273,655 79)

Abracross Limited t/a Pipe Scenes B - Company Creditors

Key	Name	Address	4
CD00	DTZ DTL Ltd	1 Colmore Square, Birmingham, B4 6AJ	6.410 00
90QO	Duravit UK Ltd		2,131 90
CE00	Eastbrook Co	Eastbrook Road, Gloucester	4,885 91
CE01	Elliot Brothers Ltd	Millbank Wharf, Millbank Street, Northam, Southampton	47 94
CE03	Employees - Arrears of Wages/Holiday Pay		2,000 00
CE02	Everbuild Building Products Ltd	Site 41, Knowsthorpe Way, Cross Green ind Est, Leeds	1,567 10
CF00	Faucets	Lower Mill, Pontypool, Torfaen	2,070 72
CF05	First Data Global Leasing	Janus House, Endeavour Drive, Basildon, Essex, SS14 3UF	000
CF01	Flex Seal Couplings Limited	Endeavour Works, Newlands Way, Valley Park, Wombwell, Barnsley	215 18
CF02	Formula One	Unit 19 Pant Ind Est, Dowlais, Merrthyr Tydfil	313 59
CF03	Froy & Sons Limtled	Unit 200 Focal Point, Fleming Way, Crawley, West Sussex	3,071 34
CF04	FW Hipkin Ltd	Acorn House, Coppen Road, Chadwell Heath, Essex	499 59
0000	Gledhili Products Ltd	Sycamore Estate, Squires Gate, Blackpool, Lancs, FY4 3RL	281 27
CG01	Goodwood Bathrooms	North Farm, Church Road, North Mundham, Chichester, West Sussex, PO20 6JU	175 68
CH03	Handy Distribution	Hobley Drive, Stratton St Margaret, Swindon	1,021 31
CH04	Hansgrohe Limited	Units D1 & D2 Sandown Park, Royal Mills, Esher, Surrey KT10 8BL	904 20
CH02	Haven Industries Limited	Rowleys Industries Limited, Rowlies Industrial Park, Unit 5, Allington Lane	98 34
CH05	HIB Ltd	Castle House, 21/23 Station Road, New Barnet, Herts	1,245 84
C100	HM Revenue & Customs	Durrington Bridge House, Barrington Road, Worthing, West Sussex BN12 4SE	00 0
SHS	HM Revenue and Customs		11,790 23
CH01	HM Revenue and Customs	Queens Dock, Liverpool, L74 4AA	24,090 21
CH06	Homestyle Direct Ltd	Unit 21 Hamault Works, Little Heath, Romford, Essex	22 29
EW00	I Weston	12 Long Lane, Marchwood, Southampton, Hampshire, SO40 4WR	000
C102	Imperial Bathroom Co	Units 1-7, Empire Industrial Estate, Aldridge, West Midlands	184 00
CI03	Impey UK Ltd	Conquest Business Park, Cad Road, Ilton, Somerset	378 59
C101	Insolvency Practitioner Policy Section	The Insolvency Service, Area 5 6, 21 Bloomsbury Street, LONDON, WC1B 3QW	000
CI04	Invomo Limited	The Coach House, Corsley Heath, Westbury, Wilts	76 68
EB00	J Boxail	Mulberry Lodge, Sutton Holms, Wimborne, Dorset, BH21 8NQ	000
CJ04	J&J Ormoerod Plc	Colonial House, Bacup, Lancashire	541 96
C 204	Jacuzzı Spa Division	Woodlands, Roydsdale Way, Euroway Trading Estate, Bradford	40,404 43
S S	Jacuzzi UK Jaweon Limited	Woodlands, Royd, Roydsdale Way, Euroway Trading Estate, Bradford Combes Sawmils, Toynbas Road, Eastland, Hampshire, SO50 4VF	255 29 81 69
200			

Abracross Limited t/a Pipe Scenes B - Company Creditors

Key	Name	Address	E
CJ03	JIS Europe Ltd	Warehouse 2, Nash Lane (off Church Road), Scaynes Hill, Haywards Heath, West	1,885 29
CK00	KDP Tiles Ltd	Units 1-4 School Lane, Chandlers Ford Ind Est, Chandlers Ford, Eastleigh, Hants Francis Street Hull Http 8DT	1,298 27
EP00	L Painter	3 Glenn Road, West End, Southampton, SO30 3FS	00 0
ET00	L Tooes	176 Copnor Road, Copnor, Portsmouth, PO3 5BZ	00 0
CL00	Lakes Bathrooms	5800 Shannon Place, Tewkesbury Business Park, Tewkesbury, Gioucestershire	471 14
CL01	Lloyds TSB Bank Plc	63 London Road, Southampton, Hampshire, SO15 2US	29,506 46
CL02	Lloyds TSB Commercial Finance	Security Given depenture Date Given 24/00/1993 1st Floor, 3 Town Quay, Southampton, SO14 2AQ	30,000 00
		Security Given Fixed and floating charge Date Given 05/09/2003	
EM00	M Mabbett	5 Kingcup Avenue, Locks Hetah, Southampton, SO31 6XG	000
CM00	Mailbox Media Limited	4 Firwood Close, Chandlers Ford, Hampshire	196 99
CM01	Majestic Shower Co Limited	1 North Place, Edinburgh Way, Harlow, Essex	1,568 39
CM02	Marflow Engineering Limited	Britannia House, Austin Way, Hamstead Ind Estate, Birmingham	474 66
CM03	Masefield Epsom Limited	Coneygre Road, Tipton, West Midlands, DY4 8XF	150 64
CM04	Mediaquest	Broad Oak, Botley, Southampton, Hants	1,427 01
EG00	Melissa Goodwin	95 Passfield Avenue, Eastleigh, Hampshire, SO50 9NJ	000
CM05	MERLYN INDUSTRIS UK LIMITED	MERLYN HOUSE, PURCELLSINCH IND ESTATE, DUBLIN ROAD, CO KILKENNY	142 76
CM08	Mermaid Panels Limited	DBC House, Laceby Business Park, Gremsby Road, Lace, NE Lincolnshire	2,195 14
CM07	Miller from Sweden Limited	Unit 18, Thame Park Business Centre, Wenman Road, Thame, Oxfordshire	1,808 19
CM06	Mil-Tek Direct	Gamma 3, Orchard Ind Estate, Cheltenham	1,076 42
CN00	Nicobond Limited	Unit 4 Waterloo Industrial Estate, Flanders Road, Hedge End, Southampton, Hants	95 71
CN01	Novellini	Redwood Hosue, Orchard Trading Estate, Toddington, Cheltenham, Gloucestershire	262 80
ED00	P Darmody	57 Mansbridge Road, Swaythling, Southampton, SO18 2NG	00 0
CP01	Phoenix Showers Limited	10 Melbourne House, Priors haw Road, Corby, Northants, NN17 5JG	14 51
CP00	PHS Group Plc	Western Industrial Estate, Caerphilly, CF83 1XH	363 50
CP02	Pitney Bowes Limited	PO box 42, Harlow, Essex, CM19 5DQ	633 58
CP03	PJH Group (Hopkinson Fourways)	Unit 16/17 Parham Drive, Boyatt Wood Ind Estate, Eastleigh, Hants	2,640 66
CP04	Polypipe Pic	Broomhouse Lane, Edington, Doncaster, DN12 1ES	24,168 79
CP05	Power Tool Hire Limied	504-506 Portswood Road, Portswood, Southampton, SO17 3SP	13 24
CP06	Primaflow	Unit 2 Stargate Business Park, Cuckoo Road, Nechells, Birmingham	12,193 10

Abracross Limited t/a Pipe Scenes B - Company Creditors

Key	Name	Address	£
CR01	RAK Ceramics UK Limited	The Tile House, Easebourne Lane, Midhurst, West Sussex	5,447 38
CR00	Robert Lee Distribution Limited	Riverside Place, Lea Road, Waltham Abbey, Essex	26,874 80
EG01	Roger Goodwin	95 Passfield Avenue, Eastleigh, Hampshire, SO50 9NJ	000
CR02	Roper Rhodes	Brassmill Lane Trading, Bath, Avon, BA1 3JF	6.046 13
CSOO	Sagittarius Limited	Unit 1 Lower Victoria Street, Chadderton, Oldham, OL9 9TU	13,755 74
CS01	Salamander Pumped Shower Systems Limited	2-10 St Johns Street, Bedford, MK42 0DH	179 77
CS02	Samuel Heath & Sons Pic	Leopold Street, Birmingham, B12 0UJ	85 92
CS03	Simpson Marketing	Unit 24, Chalres Park, Crossways, Dartford, Kent	373 10
CS04	Southern Electricity	Customer Service, PO box 6009, Basingstoke, RG21 8ZD	290 61
CS05	Southern Water	PO Box 41, Worthing, West Sussex, BN13 3NZ	82 95
EP01	T Parker	42 Heathfield Road, Southampton, Hampshire, SO19 1DP	000
CT00	TLC (Southern) Limited	Suite G Kings House, 68 Victoria Road, Burgess Hill, West Sussex	5 40
CT01	Todays Tools Limited	58 Winnpenny Road, Parkhouse Ind Estate East, Newcastle under Lyme, Staffs, ST5 7RM	330 58
CT02	Travis Perkins	Sales Ledger Department, Lodge Way House, Lodge Way, Harlestone Road, Northampton	371 88
CT03	Tre Mercati Limited	Unit 1 & 2 Osborne Trading Estate, Buxk Road, Oldham	304 82
CT04	Trimline	Riverside House, Kangley Bridge Road, London	226 61
CT05	Trojan Plastics	Ramsden Mills, Britannia Road, Minsbridge, Huddersfield, HD3 4QG	8,299 56
CV00	Vado	Eurobath Internationakl Ltd, Wedmore Road, Cheddar, Somerset	318 05
CV01	Vanity Hall		1,637 15
CV02	Vending Solutions Limited	Unit 3, Park Gate Business Centre, Chandlers Way, Park Gate, Southampton, Hants	219 25
CV03	Versital	Victoria Mill, Bradford Road, Bolton, BL3 2HF	352 81
CV04	Vodac Limited	PO box 5583, Newbury, Berks, RG14 5FF	433 04
CV05	Vogue Limited	Units 9 & 10, Strawberry Lane Ind Estate, Strawberry Lane, Willenhall, WV13 3RS	68 40
CW01	Warmup Plc	Unit 1 & 2, Rowley Ind Park, Roslin Road, Acton, London	101 11
CW00	Watercoolers Southern Limited	The Apex Centre, Church Lane, Colden Common, Winchester, Hants	41 24
CW02	Wilts	Kennet Way, Canal Road Ind Estate, Trowbridge, Wilts	194 06
CW03	Wiseman Group	PO box 58, High Street, Ingatestone, Essex	648 00
119 Entri	119 Entries Totalling		354,653.79

Abracross Limited t/a Pipe Scenes C - Shareholders

Key	Name	Address	Pref	Ord	Other	Total
нсоо	HC00 David Carr	42 Heathfield Road, Sholing, Southampton, SO19 1DP	0	2	0	2
1 Entri	Entries Totalling					2

NOTES TO THE JOINT ADMINISTRATORS' ESTIMATE OF THE FINANCIAL POSITION OF THE COMPANY AS AT 6 JULY 2011

- 1 The Joint Administrators' estimate of the Financial Position of the Company does not take into account the costs of the Administration
- The figures contained in the Joint Administrators' estimate of the Financial Position of the Company reflects information obtained from the Company's records
- 3 Proudley Associates carried out a valuation of the assets of the company
- 4 Preferential creditors represent liabilities to employees

Appendix IV

Information relating to Joint Administrators' Remuneration and Expenses

Information relating to the Joint Administrators' Fees and Expenses

1. Overview of Case

1.1. Appointment

We were appointed Joint Administrators on 6 July 2011 by Lloyds TSB Commercial Finance Limited

2. Explanation of office-holders charging and disbursement recovery policies

2.1. Time recording

Work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. The current hourly charge out rates are

Grade	£
Director and associate director	340 – 450
Senior manager, manager & Supervisor	205 - 310
Other senior professionals	150 - 170
Support and administration staff	95 - 105

2.2. Disbursement recovery

Disbursements are categorised as either Category 1 or Category 2

Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case. Where these have initially been paid by RSM Tenon Recovery and then recharged to the case, approval from creditors is not required. The amount recharged is the exact amount incurred. Examples of Category 1 expenses are postage, case advertising, specific bond insurance, company search fees, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as printing, room hire and document storage.

Category 2 disbursements include elements of shared or allocated costs incurred by RSM Tenon Recovery and recharged to the estate, they are not attributed to the estate by a third party invoice and/or they may include a profit element. These disbursements are recoverable in full, subject to the basis of the disbursement charge being approved by creditors in advance. Examples of category 2 disbursements are photocopying, internal room hire, and internal storage.

It is proposed that the following Category 2 disbursements are recovered by RSM Tenon Recovery

Category	Basis
stationery	4p, 3p, 35p per envelope, letterhead or label
photocopying	5p per page

faxes

50p per page

storage

£7 20 per box per year

room hire

£100 fixed charge

The costs recharged are based upon the actual cost of the materials used or the costs which would have been incurred if that service had been sourced externally

3. Description of work carried out

Section 4 of this appendix outlines the time costs to date in relation to activities undertaken during this matter. These matters can be summarised as follows

3.1. Pre-appointment

Full details of our pre-appointment costs are set out separately in Appendix VI

3 2. Administration and planning

The following activities have been undertaken

- > Statutory duties associated with the appointment including the filing of relevant notices.
- Notification of the appointment to creditors, members, employees and other interested parties,
- Setting up case files,
- > Reviewing available information to determine appropriate strategy,
- > Setting up and maintaining bank accounts

Staff of different levels were involved in the above activities depending upon the experience required

3.3. Investigations

The time spent includes

- > Corresponding with the former directors and management.
- Review of questionnaires and comments provided by interested parties,
- > Review of company documentation

Due to the complex nature and importance of the investigations, the staff utilised to conduct such work were experienced members of staff

3.4. Realisation of assets

Please refer to the main body of the report but in summary the time spent includes

- > Liaison with solicitors and agents,
- > Correspondence and meetings with interested parties,
- > Monitoring and chasing of deposits,
- > Agreement of contracts

Staff were chosen depending upon the appropriate level of experience required for the activity they were required to undertake

3.5. Creditors

The time spent includes the following matters

> Recording and maintaining the list of creditors,

- > Dealing with employee related matters,
- > Recording creditor claims,
- > Reporting to creditors,
- > Meetings of creditors,
- Dealing with creditor queries,Reviewing and evaluating creditor claims

4. Time and chargeout summary

To date a total of 32.6 hours have been spent at an average charge out rate of £209.65 bringing the total cost to date to £6,834.50 $\,$

A summary table of the time costs to date, excluding VAT, is shown on the next page

5. Disbursements

No disbursements have been charged to date in this matter

RSM: Tenon

SIP9 Detailed

5011976 Abracross Limited

Corp Administration/post appmt

01/01/1900 to 27/07/2011

		Marketing (Section)	Abregar	the section of the se	grade and page 19.	of being types		3)(2), 60
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Pension Scheme (General)		0 00 4 10	00 0 00 0	1 30	0 0 0	130 2080	4,225 00	170 00 203 13
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Other Creditor Related Activities Employee Related Tasks		0 00	000	2 50 2 50	00 0	2 50		197 76
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		0 40	000	0 20	000	09 0	170 00	283 33
Realisation of essets								
FL Asset General		2 00	00 0	00 0	00 0	2 00		344 75
		2 00	00 0	00 0	00 0	2 00	689 50	344 75
Hours		7 90	000	23.40	1 30	32 60		
Charge	Charge	2,724.00	0000	3,974 00	136 50		6,834 50	

Appendix V

Joint Administrators' Receipts and Payments Account

Abracross Limited t/a Pipe Scenes (In Administration) Joint Administrators' Abstract of Receipts & Payments To 26/07/2011

1 00 NIL	SECURED ASSETS Goodwill	
	Goodwill	
NII		1 00
NII		
	SECURED CREDITORS Lloyds TSB Bank Plc	(29,506 46)
	Lloyds 13b ballk File	(29,300 40)
	HIRE PURCHASE	
NIL	Factored Book Debts	40,500 00
NIL.	Lloyds TSB Commercial Finance Limit	(30,000 00)
3 000 00		39,999 00
	Unfactored Book Debts	500 00
	COST OF REALISATIONS	
3,333 33	Legal Fees	
\$111		(0.000.00)
NIL	Employee Arrears/Hol Pay	(2,000 00)
	LINSECURED CREDITORS	
NIL		(240,100 74)
NIL	Directors	(10,532 13)
		(11,790 23)
NIL	HIVI Revenue and Customs - VAT	(24,090 21)
	DISTRIBUTIONS	
NIL	Ordinary Shareholders	(2 00)
		(273,431.77)
:		(213,431.77)
	REPRESENTED BY	
	Vat Receivable	
-		
	3,999 00 NIL 3,333 33 NIL NIL NIL NIL NIL	Factored Book Debts Lloyds TSB Commercial Finance Limit ASSET REALISATIONS Plant & Equipment, Vehicles, Stock, W Unfactored Book Debts COST OF REALISATIONS Legal Fees 3,333 33 PREFERENTIAL CREDITORS Employee Arrears/Hol Pay NIL UNSECURED CREDITORS Trade & Expense Creditors Directors HM Revenue and Customs - PAYE HM Revenue and Customs - VAT DISTRIBUTIONS Ordinary Shareholders NIL REPRESENTED BY

Abracross Limited t/a Pipe Scenes ("the Company") – In Administration

Statement of Pre-Administration Costs

Total

Pre-Administration costs are defined as fees charged and expenses incurred by the Administrators or their firm, or another person qualified to act as an Insolvency Practitioner, before the company entered Administration but with a view to its doing so

Summary of the Joint Administrators' pre-Administration costs

The Joint Administrators' pre-Administration costs comprise -

	£
Pre – Administration time costs	11,831 50
Pre – Administration expenses	
Legal costs	4,500 00
Valuation of Assets	2,532 50

£18,864.50

Further information on each category of pre-Administration cost is given below

Pre-administration time costs of the Joint Administrators

The balance of the Joint Administrators' pre-appointment time costs totals £11,831 50 and relates to costs incurred specifically with a view to Administration. These costs were all incurred on or after 29 June 2011 and in relation to the following activities.

- · Confirming that one of the statutory objectives of administration could be achieved
- · Negotiating a sale of the Company's business and assets
- · Liaising with secured creditors, key stakeholders and major creditors
- · Carrying out all necessary steps in order to place the Company into Administration

The agreement under which we incurred the pre-Administration costs was oral instructions received from Lloyds TSB Commercial Finance Limited

A table showing the breakdown of these costs, excluding VAT, is set out on the next page. None of these costs have been paid.

RSM: Tenon

SIP9 Detailed

5011976

Abracross Limited

Corp Administration/pre appmt

01/01/1900 to 18/07/2011

Avoreite	324 18	324 18	336 73	336 73	340 00	340 00		
કાંભ્રાયાગ્ર		5,932.50		1,751 00		4,148 00		11,831.50
ोलंस मिथ्याङ	18 30	18 30	5.20	5 20	12 20	12 20	35 70	
Assistan શાહ ડેપામભારે ડોક્સી	00 0	0.00	00 0	00 0	00 0	00 0	00 0	0.00
Other Series Protessional	310	3 10	010	0 1 0	000	00 0	3 20	544 00
. ເ ອດີຂາເຂນັນ	00.0	00 0	000	00 0	00 0	00 0	00 0	0.00
ગ્રાલકલંગ સાથે સંસ્કૃતનાલા ગ્રાલકલંગ	15 20	15 20	5 10	5 10	12 20	12 20	32 50	11,287 50
માર્ગ કેપાઇક માત્રક કર્યા છે.	Administration and planning		Greditors KX Other Creditor Related Activities		Realisation of assets			e Charge
क्र	Admin Exercise Ger		Greditors KK Other Cr		Realise		Hours	Charge

Pre-Administration expenses

Details of pre-Administration expenses which have been incurred with a view to the Company's administration are

Advisor and Nature of Work	Date of Engagement	Fees £
Blake Lapthorn	29 June 2011	
Appointment Sale and Purchase Agreement		4.500 00
Proudley Associates Limited		,
Valuation of Assets		2,532 50
Total		£7,032.50

We instructed Blake Lapthorn to draft the Sale and Purchase Agreement with Pipe Scenes Limited, and to deal with the steps necessary to effect our appointment at Court

Pre-Administration disbursements

No pre-Administration disbursements were incurred

Other persons entitled to claim

We are unaware of any additional costs incurred by any other professionals qualified to act as an insolvency practitioner in respect of the Company. Should any such claims subsequently come to light, they will be dealt with in the manner provided for by the Insolvency Rules.

Not part of the Administrators' Proposals

Please note that our request for payment of pre-Administration costs is separate to and does not form part of our Proposals to creditors for the conduct of the Administration

Rule 8 1	Insolvency Act 1986 Proxy (Administration)		Form 8 2
	Abracross Limited t/a Pipe Scenes In Administration		
	Name of Creditor	_	
	Address	-	
Please insert name of person (who must be 18 or over) or the Chairman of the Meeting 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 Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion	Name of Proxy Holder 1 2 3 I appoint the above person to be my/the creditor's proxy holder a creditors to be held on 12 August 2011 at 2pm, or at any adjournment The proxy holder is to propose or vote as instructed below (and i resolution for which no specific instruction is given, may vote or a	nt of tha n respe	t meeting ect of any
discienti	Voting Instructions for resolutions	For	Agaınst
*Please tick as appropпate	1 For the approval of the Joint Administrators' proposals as circulated (excluding paragraph (g) (discharge) as covered by resolution 5 below and paragraphs (h)(remuneration) and (i)(disbursements) as covered by resolutions 3 and 4 below)	0	
	2 That the Joint Administrators be authorised to draw pre- administration costs of £18,864 50 plus VAT, including fees charged and expenses and disbursements incurred by them, out of the assets of the Company as an expense of the Administration, and to be drawn as and when funds permit		a
	3 The Joint Administrators shall be authorised to draw their remuneration by reference to time properly spent by them and their staff in dealing with matters relating to the Administration of the Company	0	
	4 The Joint Administrators be authorised to draw category 2 expenses as outlined in Appendix IV of the proposals		
	5 That upon the Company either proceeding into Liquidation or dissolution, the Joint Administrators be discharged from liability 14 days following either the Company entering into liquidation or filing the notice of moving from administration to dissolution	0	

CONTINUED ON NEXT PAGE

4 For the appointment of _____ (name)

of ____ as liquidator of the company

Insolvency Act 1986 Proxy (Administration) - CONTINUED

Abracross Limited t/a Pipe Scenes In Administration

	5 If you wish to appoint a member of following -	the creditors committee, please complete the
	For the Appointment of	(name of individual)
	of	(company/organisation name)
	representing	(name of creditor)
	as a member of the creditors committee	
This form must be signed	Signature	Date
	Name in CAPITAL LETTERS	
Only to be completed if the creditor has not signed in person	creditor has not	
•		

PROOF OF DEBT - GENERAL FORM

In the matter of

Abracross Limited t/a Pipe Scenes - In Administration and in the matter of The Insolvency Act 1986

Appointment Date - 6 July 2011

1	Name of Creditor	
2	Address of Creditor	
3	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into Administration (see note)	£
4	Details of any document by reference to which the debt can be substantiated [Note the Administrator may call for any document or evidence to substantiate the claim at his discretion]	
5	If the total amount shown above includes Value Added Tax, please show - (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£
6	If total amount above includes outstanding uncapitalised interest please state amount	£
7	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8	Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category
9	Particulars of how and when debt incurred	Amount(s) claimed as preferential £
10	Particulars of any security held, the value of the security, and the date it was given	£
11	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	
	Date	

Rule 2.35

Notice of a meeting of Creditors

Name of Company Company number Abracross Limited t/a Pipe Scenes 02692004 Court case number High Court of Justice, Chancery Division, 5718 of 2011 Companies Court (full name of court) (a) Insert full name(s) Notice is hereby given by (a) and address(es) of Alexander Kınnınmonth David James Green administrator(s) RSM Tenon Recovery RSM Tenon Recovery Highfield Court, Tollgate Highfield Court, Tollgate Chandlers Ford Chandlers Ford Eastleigh Eastleigh Hampshire, SO53 3TZ Hampshire, SO53 3TZ (b) Insert full name and that a meeting of creditors of (b) address of registered office of the company Abracross Limited t/a Pipe Scenes Highfield Court, Tollgate Chandlers Ford Eastleigh Hampshire (c) Insert details of place is to be held at (c) of meeting (c) Highfield Court, Tollgate, Chandlers Ford, Eastleigh, Hampshire SO53 3TZ (d) Insert date and time on (d) 12 August 2011 at 2pm of meeting The meeting is *Delete as applicable *(1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ('the schedule') *(2) an-initial creditors'-meeting-requested-under-paragraph 52(2) of the Schedule *(3) to consider revisions to my proposals under-paragraph 54(2) of the Schedule *(4) a further-creditors' meeting under-paragraph 56 of the Schedule *(5) a creditors'-meeting under paragraph-62 of the Schedule I invite you to attend the above meeting 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 / Administrato

*Delete as applicable

A copy of the *proposals/ revised proposals is attached

Dated