

The Insolvency Act 1986

**Notice of court order ending
administration****2.33B**

Name of Company

Riva Shoes Limited

Company number

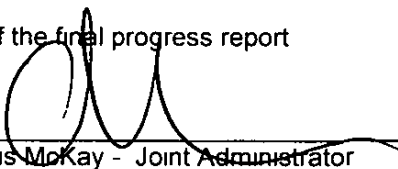
03444913

In the
Norwich County

(full name of court)

Court case number
297 of 2010(a) Insert full
name(s) and
address(es) of
administrator(s)I/We
Chris McKay
McTear Williams & Wood
90 St Faiths Lane
Norwich
NR1 1NEChris Williams
McTear Williams & Wood
90 St Faiths Lane
Norwich
NR1 1NE(b) Insert name and
address of the
registered office of
companyhaving been appointed joint administrators of Riva Shoes Limited
90 St Faiths Lane, Norwich, NR1 1NE(c) Insert date of
appointmenton 16 February 2010
by Norwich County(d) Insert name of
appointor/applicanthereby give notice that the court has ordered that the administration shall end on 2 August 2011
attach to this notice a copy of the final progress report

Signed


Chris McKay - Joint Administrator

Dated

12 August 2011

Contact DetailsYou 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
formThe contact information that you give
will be visible to searchers of theChris McKay
McTear Williams & Wood
90 St Faiths Lane
Norwich
NR1 1NE

DX Number

01603 877540
DX ExchangeWhen 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

WEDNESDAY



A43

17/08/2011

108

COMPANIES HOUSE

3 Administrators' proposals

In accordance with Rule 2 110(2) of The Insolvency Rules 1986 I attach as Appendix 3 a copy of the administrators' proposals

4 Assets

4 1 Wholesale business

The wholesale business was sold for £50,000 to Gardiner Brothers & Co (Leathers) Limited on 26 February 2010. The sale comprised of £49,800 for the order book and £200 for 6 computers, 1 server and goodwill.

4 2 Retail business

I continued trading for four weeks the four concession sites based in Great Yarmouth, Lowestoft, Beccles and East Dereham, whilst a buyer was sought. I achieved sales of £35,809 after deducting wages, commission and trading expenses of £20,669 a profit of £15,140 was achieved.

Three of the retail businesses were sold on 15 March 2010 to the purchaser of the wholesale business realising £23,887. The fourth concession site was closed.

4 3 Stock

On appointment my chattel agent George Hazell & Co, auctioneers and valuers ("GH") were instructed to collect the stock from the warehouse and distribute some to the concession sites, the remainder was sold by private treaty realising £1,530.

4 4 Glayone

The company's books and records showed a debt to the value of £17,000 due from Glayone Limited which had been reduced substantially by the removal of stock prior to my appointment. After further investigation and advice from my solicitors Kester Cunningham John ("KCJ") I accepted the return of 4,200 pairs of shoes in settlement. GH was instructed to sell the footwear which realised £25,200 by tender less costs of storage, advertising, collection and sales commission totalling £4,790 realising a net value of £20,410. This figure is included with stock realisations on the receipts and payments account.

4 5 Related party debts

The books and records showed debts due from Tsanga (Europe) Limited and Simona Shoes Limited of £38,000 and £13,000 respectively. I was informed by Mr Cole, a director of the Company that these companies ceased to trade with no assets. A search of the companies accounts filed at Companies House showed net liabilities of £38,166 and £17,728 respectively. We are satisfied that the debts are not recoverable and accordingly no recoveries are expected.

4.6 Book debts

4.6.1 Factored

HSBC Invoice Finance Limited were repaid in full leaving a surplus which I received of £19,697. The remaining book debts were reassigned to me. I instructed Birketts LLP to assist in the collection. I have realised a further £19,148 and have written off £30,571 due to these debts being heavily disputed. To date Birketts LLP have been paid £1,200. The remaining £38,000 is an Irish debt and is being pursued by Oriol Group who are liaising with an Irish solicitor to realise this debt, although this is proving difficult to collect. Oriol's fees are based on 15% of debt realised.

4.6.2 Non factored debts

In addition to the factored book debts there were un-factored invoices due from the concession sites of £34,332 which were received.

4.6.3 Late payment and compensation

As the majority of the book debts have now been collected we instructed Calibus Limited to review the Companies accounting records to establish if customers had paid invoices late and to calculate what is due by way of late payment compensation and interest. Their calculations have indicated that potential compensation and interest amounts to approximately £450,000 and given the potential upside they have been instructed to collect this. This type of claim has been available under statute since 1998 but until recently there has never been a cost effective way of calculating the debt. At this stage it is too early to estimate what may be realised.

4.7 Related party debtors

There are debts being pursued against Robert Cole Shoes and Mr and Mrs Cole which total up to £336,000, but are disputed.

4.8 Broadland District Council

I received a rates refund of £1,401.

4.9 Postage refund

The company's franking machine was in credit, therefore Royal Mail forwarded to me the balance being £673.

5 Assets to be dealt with in the liquidation

In accordance with Rule 2.117A(1) of the Insolvency Rules 1986 I detail below the remaining assets which will be dealt with in the liquidation.

- Book debts
- Compensation and interest under the Late Payment of Commercial Debt (Interest) Act 1998
- Claim against Robert Cole Shoes and the directors

6 Creditors' claims

6.1 Secured creditors

HSBC Bank plc was granted a debenture on 7 August 1998 giving it a fixed and floating charge over the assets of the company. My solicitor confirmed its validity, therefore £50,000 has been paid in respect of its charge. Any further distribution will depend upon the success of the actions referred to above. HSBC are still owed approximately £140,000 plus interest.

6.2 Preferential creditors

Eighteen preferential creditors totalling £11,449 were paid in full on 11 August 2010.

6.3 Unsecured creditors

In view of amounts paid to preferential creditors and due to the secured creditor there are unlikely to be any funds available for unsecured creditors. If this changes as a result of a successful outcome from the above actions I will report to you again requesting your proof of debts and advising the quantum of a dividend.

6.4 Prescribed part

As the debenture is dated before September 2003 the prescribed part is not applied.

7 Director's conduct

As required I investigated the conduct of the directors and filed my report with the Department for Business Innovation & Skills. The content of that report is confidential.

8 Statutory matters

- Company name Riva Shoes Limited
- Court No Admin 297 of 2010 Liquidation 444 of 2011
- Registered office 90 St Faiths Lane, Norwich, NR1 1NE
- Registered number 03444913
- Joint Liquidators (formerly Joint Administrators) Chris McKay & Chris Williams
- Joint Liquidators address McTear Williams & Wood, 90 St Faiths Lane, Norwich, NR1 1NE
- Date of appointment 16 February 2010 (Joint Administrators) 2 August 2011 (Joint Liquidators)
- Joint Administrators appointed by Robert William Cole (director)
- The administration was extended to 17 August 2011 however a winding up order was made on 2 August 2011 and the company was placed into compulsory

Riva Shoes Limited (in compulsory liquidation) (formerly in administration)
Final administration report to creditors

liquidation on 2 August 2011 and the Joint Liquidators were appointed by the Court

- **Joint Administrators/Joint Liquidators' functions** The joint administrators/liquidators shall be entitled to carry out all of the functions of the administration/liquidation jointly and/or separately and any act required authorised to be done by them as joint administrators may be done by either one of them

9 Case Control and strategy

Following my appointment as liquidator I assign overall responsibility for the case to a case manager who is assisted by other staff as appropriate. At the commencement of the case I agree a written case strategy with the case manager. Bi monthly progress reviews are held between the case manager and case administrator, monthly case update meetings are held between the case manager and myself and six monthly formal strategy and statutory reviews are undertaken.

10 Remuneration disbursements and expenses

10.1 Administration remuneration and disbursements

HSBC Bank Plc and preferential creditors approved fees up to £50,000. Once the preferential claims were paid HSBC Bank Plc approved further fees of £30,000.

In addition to the above I have received £3,155 plus VAT for the costs of making the appointment.

In accordance with the above I have drawn the following remuneration and disbursements in the administration.

Figure 1 Summary of time costs for the administration

	£	Hours	Amount drawn £
Time costs to 2 August 2011	206,338	1,538	80,000
Disbursements	1,250	nil	1,250
	<u>206,338</u>	<u>1,538</u>	<u>81,250</u>
<i>Source: Joint Administrators' records</i>			

Statement of Insolvency Practice 7 requires me to disclose sums paid to the office holder in respect of supervision of trading. My time costs total £206,338 of which my time costs relating to the supervision of trading is £13,669. Whilst remuneration paid is not normally allocated between the various time charge categories in this case I consider that as I have been paid 38% of my total time costs then a similar percentage of my time costs relating to supervising trading has also been recovered which I calculate is £5,194.

Attached at Appendix 4 is a summary of my firm's time costs for the period 16 February 2010 to 2 August 2011 the period covered by this report. The more complex and time consuming areas of work carried out include

- Trading concession stores
- Corresponding with creditors and dealing with ROT claims
- Processing preferential claims
- Investigations and negotiations regarding removal of stock and the actions against Robert Cole Shoes LLP and the directors
- Book debt collections

Figure 2. Summary of time costs for the liquidation

	£	Hours	Amount drawn £
Time costs to 11 August 2011	10,213	66	Nil
Disbursements	Nil	Nil	Nil
	<u>10,213</u>	<u>66</u>	<u>Nil</u>
<i>Source: Joint Administrators' records</i>			

Attached at Appendix 5 is a summary of my firm's time costs for the period 2 August 2011 to 11 August 2011 the period also covered by this report. The more complex and time consuming areas of work carried out include

- Statutory requirements after appointment including this report
- Book debt collections

A creditors' guide to liquidators' fees in a liquidation and this firm's charging and disbursements policy can be found on our website www.mw-w.com by clicking on creditor information and then fees and costs or a copy can be requested from this office. Disbursements are recovered at cost. Our current charge out rates are partners £255, managers £185-£255, assistant managers £145, senior professionals £125, assistants £90, trainees £45. Our charge out rates are reviewed annually and since 1 January 2003 have increased by approximately 5% per annum.

10.2 Administration expenses

The major areas of expenditure and the reasons why these were incurred were

- KCJ was instructed to assist with my appointment as joint administrator and more recently to move the company into compulsory liquidation, they also assisted in the sale of the business and assets, and action taken to recover Glayone stock, and assist in the claim against Mr Cole - £21,350 plus VAT

Riva Shoes Limited (in compulsory liquidation) (formerly in administration)
Final administration report to creditors

- GH produced an asset valuation inventory on our instruction and collected and stored stock then distributed to the concession stores and sold the remainder - £5,893 plus VAT
- Birketts LLP and Oriel Group were instructed to assist in the collection of book debts, both are instructed on a no win no fee basis - £1,200 plus VAT

Our choice of advisors was based on our perception of their experience and ability to perform the necessary work, the complexity and nature of the assignment and the basis of our fee arrangement with them

10.3 Further information

Within 21 days from receipt of this report creditors may request further information about the remuneration and expenses set out in the report. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days.

In addition within 8 weeks of receipt of the final report creditors may apply to Court to challenge the amount and/or basis of the joint administrators' fees and the amount of any proposed expenses or expenses already incurred. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

11 Creditors meeting

I enclose a notice of a meeting of creditors to be convened under Section 141(2) of the Insolvency Act 1986 and Rule 4.54 of the Insolvency Rules 1986 for the purposes of

- Appointing a creditors' committee if creditors wish. The committee needs to consist of between three and five members. If you are interested in sitting on the committee please contact Shell Lax ahead of the meeting.
- Fixing the joint liquidator's remuneration.

I also enclose a proxy form for your use. You may nominate a representative as your proxy holder (not the Official Receiver), alternatively, as chairman of the meeting, I shall be happy to vote as directed. Please ensure when returning the proxy that you have

- Completed the creditor details box
- Completed the proxy holder box
- Deleted either For or Against in the voting section for each resolution
- Signed the form

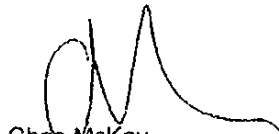
Insolvency Rule 4.60 requires me to have regard to the convenience of creditors when convening any general meetings. As creditors seldom attend such meetings this is

Riva Shoes Limited (in compulsory liquidation) (formerly in administration)
Final administration report to creditors

being convened in our Norwich office in order to minimise costs. Should any creditor wishing to attend consider that the proposed venue is inconvenient, the meeting will be reconvened at an alternative venue to be agreed. Any request to reconvene the meeting should be made within the next seven days so that the liquidator may ensure that all creditors are aware of the revised arrangements.

Should creditors require any further information please do not hesitate to contact Shell Lax at the above address.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris McKay', with a stylized, flowing script.

Chris McKay
Joint Liquidator and Former Joint Administrator

Enclosures

The Insolvency Act 1986

**Riva Shoes Limited (in compulsory liquidation)
In the Norwich County No 444 of 2011**

Company number: 03444913

Registered office: 90 St Faiths Lane, Norwich, NR1 1NE

Trading address: 11 Maurice Gaymer Road, Attleborough, Norfolk, NR17 2QZ

Date of appointment: 2 August 2011

NOTICE IS HEREBY GIVEN pursuant to Rule 4.102(5) of The Insolvency Rules 1986 that we Chris McKay (009466) and Chris Williams (008772) of McTear Williams & Wood, 90 St Faiths Lane, Norwich, NR1 1NE, were appointed joint liquidators of Riva Shoes Limited by Norwich County Court on 2 August 2011

A meeting of creditors of the above named company will be held at 90 St Faiths Lane, Norwich, Norfolk, NR1 1NE on 15 September 2011 at 10.00am. The meeting is called pursuant to Section 141(2) of the Insolvency Act 1986 and Rule 4.54 of the Insolvency Rules 1986 for the purposes of appointing a creditors' committee if creditors wish and fixing the remuneration of the joint liquidator's by reference to time properly given in attending to matters arising in the liquidation. A creditor entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of him. A proxy need not be a creditor.

Proxies and proof of debts to be used at the meeting should be lodged at 90 St Faiths Lane, Norwich, NR1 1NE no later than 12 noon on the business day immediately before the meeting.

Chris McKay
IP number 009466
Joint Liquidator

Date 12 August 2011

Enquiries should be sent to McTear Williams & Wood, 90 St Faiths Lane, Norwich, NR1 1NE, (office 01603 877540, fax 01603 877549) or by email to info@mw-w.com

Note Within 21 days from receipt of the report creditors may request further information about the remuneration and expenses set out in the report. The request must be made in writing and made either by a secured creditor or an unsecured creditor or creditors that total at least 5% in value of unsecured creditors or the permission of the Court. Other than in specific circumstances, which if applicable we would explain, we will provide this within 14 days.

In addition within 8 weeks of receipt of the report creditors may apply to Court to challenge the amount and/or basis of the joint liquidator's fees and the amount of any proposed expenses or expenses already incurred. The application may be made by a secured creditor, or by unsecured creditor(s) that total at least 10% in value of the creditors or with the permission of the Court.

Appendix 1

**Riva Shoes Limited
(In Administration)
Joint Administrators' Trading Account**

Statement of Affairs	From 16/02/2010 To 02/08/2011	From 16/02/2010 To 02/08/2011
POST APPOINTMENT SALES		
Sales	35,809.80	35,809.80
	<u>35,809.80</u>	<u>35,809.80</u>
TRADING EXPENDITURE		
Insurance	140.90	140.90
Internet Shop Refunds	65.00	65.00
Sales Commission	8,467.90	8,467.90
Advertising	1,450.00	1,450.00
Payroll	9,596.05	9,596.05
Stock distribution to commission sites	250.00	250.00
Stock Collection	325.00	325.00
Pallet Storage	375.00	375.00
	<u>(20,669.85)</u>	<u>(20,669.85)</u>
TRADING SURPLUS/(DEFICIT)	<u>15,139.95</u>	<u>15,139.95</u>

Riva Shoes Limited
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 16/02/2010 To 02/08/2011	From 16/02/2010 To 02/08/2011
	SECURED ASSETS		
90,000 00	Factored Book Debts	38,845 52	38,845 52
		<u>38,845 52</u>	<u>38,845 52</u>
	SECURED CREDITORS		
(81,000 00)	HSBC Invoice Finance (UK) Limited	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	HIRE PURCHASE		
49,800 00	Goodwill	49,800 00	49,800 00
(191,000 00)	HSBC Bank Plc	(50,000 00)	(50,000 00)
		<u>(200 00)</u>	<u>(200 00)</u>
	ASSET REALISATIONS		
NIL	Intercompany Accounts	NIL	NIL
NIL	Other Debtors and Prepayments	NIL	NIL
200 00	Furniture & Equipment	200 00	200 00
33,000 00	Stock	50,617 00	50,617 00
17,000 00	Glaxo	NIL	NIL
20,000 00	Non factored Book Debts	34,332 76	34,332 76
58,000 00	Robert Cole Shoes	NIL	NIL
44,000 00	S419 tax receivable	NIL	NIL
	Postage Refund	673 74	673 74
	Rent	1,401 29	1,401 29
	Petty Cash	26 24	26 24
	Trading Surplus/(Deficit)	15,139 95	15,139 95
		<u>102,390 98</u>	<u>102,390 98</u>
	COST OF REALISATIONS		
	Retention of Title Claims	1,300 13	1,300 13
	Advertising	230 00	230 00
	Stock Collection	325 00	325 00
	Pallet Storage	455 00	455 00
	Making of Appointment fees	3,155 00	3,155 00
	Joint Administrators fees	80,000 00	80,000 00
	Meeting room hire	24 00	24 00
	Agents Commission	3,780 00	3,780 00
	Legal Fees	19,889 80	19,889 80
	Book Debt legal Fees	1,200 30	1,200 30
	Costs of moving to CWU	1,461 55	1,461 55
	Mileage/travel	314 75	314 75
	Stationery & Postage	296 58	296 58
	Bordereau	420 00	420 00
	Storage/archiving costs	862 40	862 40
	Statutory Advertising	237 50	237 50
	Other Sales Expenses	184 00	184 00
	Bank Charges	94 59	94 59
		<u>(114,230 60)</u>	<u>(114,230 60)</u>
	PREFERENTIAL CREDITORS		
(14,604 00)	Pref cred - E's wages/hol pay	11,449 40	11,449 40
		<u>(11,449 40)</u>	<u>(11,449 40)</u>

Riva Shoes Limited
(In Administration)
Joint Administrators' Abstract of Receipts & Payments

Statement of Affairs		From 16/02/2010 To 02/08/2011	From 16/02/2010 To 02/08/2011
	UNSECURED CREDITORS		
(217,547 00)	Unsecured cred - Trade and expense	NIL	NIL
(104,975 00)	Unsecured cred - Employees	NIL	NIL
(32,000 00)	Unsecured cred - PAYE/NIC	NIL	NIL
(20,700 00)	Unsecured cred - Rent	NIL	NIL
(70,000 00)	Unsecured cred - VAT	NIL	NIL
(14,000 00)	Unsecured cred - Accruals	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1,000 00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(434,826 00)</u>		<u>15,356 50</u>	<u>15,356.50</u>
	REPRESENTED BY		
	Non interest bearing account		15,356 50
			<u>15,356.50</u>

Appendix 2

**Riva Shoes Limited
(In Liquidation)
Joint Liquidators' Abstract of Receipts & Payments
To 12/08/2011**

S of A E		£	£
	ASSET REALISATIONS		
NIL	Intercompany Accounts	NIL	
NIL	Other Debtors and Prepayments	NIL	
10,000 00	Non factored Book Debts	NIL	
336,000 00	Robert Cole Shoes	NIL	
			NIL
	PREFERENTIAL CREDITORS		
NIL	Pref cred - E'ees wages/hol pay	NIL	
			NIL
<u>346,000 00</u>			<u>NIL</u>
	REPRESENTED BY		
			<u>NIL</u>

Chris McKay
Joint Liquidator

Appendix 3

Riva Shoes Limited

Joint Administrators' proposals

The Joint Administrators propose that they

- 1 Continue to sell the remaining stock through the concessions, until either a buyer is found for the concessions or it becomes uneconomical to do so
- 2 Do all such things and generally exercise all their powers in order to achieve the purpose of the administration, preserve and where possible enhance the value of the assets in order to maximise realisations for the benefit of creditors generally
- 3 In the event that there are insufficient realisations to pay a dividend to unsecured creditors then it is proposed that the Company be dissolved
- 4 The basis of the Joint Administrator's remuneration be based on time costs incurred and agreed by the secured creditor and preferential creditors
- 5 The Joint Administration times costs to 12 March 2010 be drawn. These total £33,237 representing 288 hours at an average hourly rate of £111. For creditors information the respective hourly rates are Partners £240, Managers £175-£240, Assistant Managers £135, Senior Professionals £120, Assistants £85 and Trainees £45. A creditors' guide to administrators' fees and this firm's charging and disbursements policy can be found on our website www.mw-w.com by clicking on fees and costs

Dated this 15 day of March 2010

Chris McKay
Joint Administrator

Time Entry - SIP9 Time & Cost Summary

RIVA942 - Riva Shoes Limited
Project Code POST
From 16/02/2010 To 02/08/2011

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistant & Support Staff	Assistant Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	35.30	157.20	166.00	317.70	35.30	711.50	81,611.50	114.70
Case Specific Matters	0.00	0.00	0.40	0.00	0.00	0.40	50.00	125.00
Creditors	4.20	44.60	77.10	60.30	0.50	105.90	21,116.50	12.69
Investigations	7.40	154.70	24.60	5.90	12.00	205.90	35,279.00	171.34
Realisation of Assets	27.20	124.60	152.50	21.80	28.10	355.40	54,610.50	153.66
Trading	0.60	75.40	0.00	0.00	1.70	77.90	13,669.50	175.48
Total Hours	74.90	556.90	420.90	406.70	76.60	1,536.00	206,338.00	134.16
Total Fees Claimed							80,000.00	

Appendix 4

Time Entry - SIP9 Time & Cost Summary

RIVA1102 - Riva Shoes Limited
Project Code POST
From 02/08/2011 To 11/08/2011

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Assistant Manager	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	0.00	14.30	16.30	6.50	0.00	39.70	5,391.00	135.79
Case Specific Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creators	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Investigations	0.00	4.40	0.00	0.00	0.00	4.40	814.00	185.00
Realisation of Assets	6.10	4.50	6.70	0.00	5.40	22.70	4,009.50	176.59
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	6.10	23.20	23.00	6.50	6.00	66.80	10,213.50	152.90
Total Fees Claimed							0.00	

Appendix 5

PROOF OF DEBT - GENERAL FORM

In the matter of
Riva Shoes Limited (in compulsory liquidation)
and in the matter of The Insolvency Act 1986

1	Name of creditor	
2	Address of creditor	
3	Telephone number of creditor	
4	Email address of creditor	
5	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation (see note)	£
6	Details of any document by reference to which the debt can be substantiated [Note the liquidator may call for any document or evidence to substantiate the claim at his discretion]	
7	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	£ £
8	If total amount above includes outstanding uncapitalised interest please state amount	£
9	If you have filled in both box 5 and box 7, please state whether you are claiming the amount shown in box 5 or the amount shown in box 7(b)	
10	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)	<div style="text-align: right;">Category</div> <div style="text-align: right;">Amount(s) claimed as preferential £</div>
11	Particulars of how and when debt incurred	
12	Particulars of any security held, the value of the security, and the date it was given	£
13	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	

Proxy (Winding up by the Court)

Riva Shoes Limited (in compulsory liquidation)
In the Norwich County No 444 of 2011

Name of Creditor _____

Address _____

Name of Proxy Holder

Please insert name of person (who must be 18 or over) or the Official Receiver 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

1 _____

2 _____

3 _____

Please delete words in brackets if the proxy holder is only to vote as directed ie he has no discretion

I appoint the above person to be my/the creditor's proxy holder at the meeting of creditors to be held on 15 September 2011 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion)

Voting Instructions for resolutions

That a liquidation committee be formed and that
() representing ()
be appointed one of the members of the committee

FOR/AGAINST*

That the remuneration of the joint liquidator be fixed
by reference to time properly given in attending to matters
arising in the liquidation

FOR/AGAINST*

* delete as applicable

This form must be signed

Signature _____ Date _____

Name in CAPITAL LETTERS _____

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

Position with creditor or relationship to creditor or other authority for signature

