

2.17B

The Insolvency Act 1986

Statement of administrator's proposals

| |
|--------------------------------------|
| Name of Company |
| A & S Environmental Services Limited |

| |
|----------------|
| Company number |
| 03465638 |

| |
|---|
| In the Manchester High Court District Registry (full name of court) |
|---|

| |
|-----------------------------------|
| Court case number 3922 of 2008 |
|-----------------------------------|

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

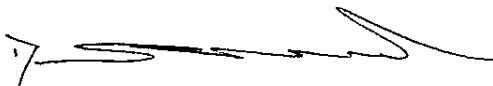
I/We (a)
David E.M. Mond FCA, FCCA
Hodgsons
Nelson House
Park Road
Timperley
WA14 5BZ

*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) 8th January 2009



Signed

Joint / Administrator(s)

Dated

8th January 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 researchers of the public record

David E.M. Mond FCA, FCCA
Hodgsons
Nelson House
Park Road
Timperley
WA14 5BZ

DX Number DX 26356 Timperley

0161 969 2023
DX Exchange

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

SATURDAY



A41 10/01/2009 286
COMPANIES HOUSE

A & S Environmental Services Limited (In Administration)

Entered Administration on 13th November 2008
David E M Mond FCA FCCA Administrator
Correspondence to the Administrator of A & S Environmental Services Limited
C/o Hodgsons, Nelson House, Park Road, Timperley, Cheshire WA14 5BZ

Telephone 0161 969 2023 Facsimile 0161 969 2024

DEMM/SW/MB/Z1806

8th January 2009

**STRICTLY PRIVATE & CONFIDENTIAL
TO ALL KNOWN CREDITORS**

Dear Sir

Re: A & S Environmental Services Limited – In Administration

I refer to my appointment as Administrator of the above named company on the 13th November 2008.

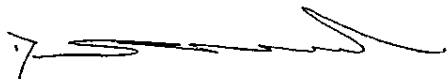
I am writing to provide you with a copy of the Administrators Proposals and advise you that all proposals and resolutions are to be conducted through correspondence pursuant to Paragraph 58 of Schedule B1 of the Insolvency Act 1986.

Please find enclosed the following documentation:-

- Report and Proposals of the Administrator
- Form 2.25B notice and voting form
- Proof of Debt

Please note to vote you must send Form 2.25B and written details of your claim no later than 12:00 noon on the 22nd January 2009 to Nelson House, Park Road, Timperley, Cheshire WA14 5BZ

Yours faithfully



**David E M Mond FCA FCCA
Administrator
A & S Environmental Services Limited**

The affairs, business and property of the company are being managed by the Administrator, who acts as the company's agent with no personal liability. The Authorising body for the Administrator acting as an Insolvency Practitioner is the Association of Chartered Certified Accountants.

Registered Office: Nelson House, Park Road, Timperley, Cheshire WA14 5BZ.
Registered in England and Wales No. 03465638

**Report and Proposals of the Administrator under the provisions of
Paragraph 49 of Schedule B1 to the Insolvency Act 1986**

CONTENTS

1. Definitions
2. Statutory Information
3. Details of Appointment of Administrator
4. Circumstances giving rise to the Appointment of Administrator
5. The Administration Period
6. Other Information
7. The Administrator's Proposals
8. Statement of Affairs
9. Conclusion
10. Appendices
 - A. Directors' Statement of Affairs
 - B. Administrator's Time Costs and Expenses
 - C. Administrator's Receipts & Payment Account

1. DEFINITIONS

| <u>Expression</u> | <u>Meaning</u> |
|--------------------------|---|
| "the Company" | A & S Environmental Services Limited (in Administration) |
| "the Administration" | The appointment of Administrator under Paragraph 22, Schedule B1 of the Insolvency Act 1986 on 13 th November 2008 |
| "the Administrator" | David Emanuel Merton Mond FCA FCCA of Hodgsons, Nelson House, Park Road, Timperley, Cheshire WA14 5BZ |
| "the Act" | The Insolvency Act 1986 |
| "the Rules" | The Insolvency Rules 1986, as amended |
| "the creditors" | All preferential creditors and all unsecured creditors |
| "preferential creditors" | Any creditor of the Company whose claim is preferential within Section 386 of the Insolvency Act 1986 as at 13 th November 2008 being the date the Company entered into Administration |
| "unsecured creditors" | Any person (other than a preferential creditor) who has, or claims to have, any claim against the Company (whether the claim be present, future or contingent or prospective and whether liquidated or for damages and whether arising in contract or tort or otherwise) in connection with or arising from any matter occurring prior to 13 th November 2008. |

2. STATUTORY INFORMATION

Company Number : 03465638

Date of Incorporation : 14th November 1997

Registered Office : Nelson House
Park Road
Timperley
Cheshire
WA14 5BZ

Previous Registered Office : 41 Jute Road
Acomb
York
North Yorkshire
YO26 5EP (until 13/11/2008)

Trading Address : 41 Jute Road
Acomb
York
North Yorkshire
YO26 5EP

Principal Business Activities : Other Business Activities/Haulage

Directors : Anthony Mark Richardson (appointed 27/01/1998)
Susan Elizabeth Richardson (appointed 05/01/2001)

Company Secretary's : Susan Elizabeth Richardson (appointed 27/01/1998)

Auditors / Accountant : P.C.L.G Accountants
Equinox House
Clifton Park Avenue
Shipton Road
York
YO30 5PA

Shareholding : The Company's share capital is £100 divided into 100 shares of £1 each where 2 have been issued for cash

Anthony Mar Richardson 1 ordinary £1 share
Susan Elizabeth Richardson 1 ordinary £1 share

3. DETAILS OF APPOINTMENT OF ADMINISTRATOR

| | | |
|--|---|--|
| Names of Administrator | : | David Emanuel Merton Mond FCA FCCA (IP No. 2340) of Hodgsons, Nelson House, Park Road, Timperley, Cheshire WA14 5BZ |
| Date of Administrator Appointment | : | 13 th November 2008 |
| Court | : | High Court of Justice, Manchester District Registry, 3922 of 2008 |
| Person Making Appointment | : | The Directors of the Company |
| Acts of the Administrator | : | The Administrator acts as an officer of the Court and as an agent of the Company without personal liability. |
| EC Regulation on Insolvency | : | The EC Regulation on Insolvency Proceedings (Council Regulation (EC) No. 1346/2000) applies to these proceedings, which are 'main proceedings' within the meaning of Article 3 of the Regulation |

Statutory Purpose of Administration :

From 15th September 2003 the Enterprise Act 2002 replaced the previous four purposes of Administration with a single hierarchy of objects as follows:-

- (i) To rescue the company as a going concern.
- (ii) If (i) is not reasonably practicable to achieve then the Administrator must perform his duties with the object of achieving a better result for creditors than would be obtained by winding-up the company without first being in Administration.
- (iii) If neither (i) or (ii) are reasonably practicable to achieve the Administrator must perform his functions with the objective of realising the property in order to make a distribution to secured and/or preferential creditors and does not unnecessarily harm the interests of the creditors of the company as a whole.

4. CIRCUMSTANCES GIVING RISE TO THE APOINTMENT OF THE ADMINISTRATOR

History

A & S Environmental Services Limited ("A & S") was incorporated in November 1997 under the name Fieldhunter Limited ("Fieldhunter")

On the 11th March 1998 Fieldhunter changed its name to A & S.

A & S has worked principally with two main customers over the years; Yorkshire Water ("Yorkshire") and Rowlawn Turf Crowers ("Rowlawn").

In 2006 Yorkshire changed its management structure from locally controlled to centrally control which lead to a gradual reduction in new jobs being subcontracted to A & S. This reduced turnover by approximately £80,000 - £100,000.

In late 2007/early 2008 due to a gradual slowdown in the building industry and the effects of the credit crunch A & S's other major customer Rowlawn did not drill as much grass as had been predicted which reduced turnover by a further £25,000 - £30,000.

A & S was unable to cope with another serious reduction in turnover which affected its ability to meet repayments to creditors and in November 2008 the directors of A & S sought professional advice from Hodgsons Chartered Accountants ("Hodgsons").

Circumstances Giving Rise to the Administration

For the reasons stated above the Directors concluded that A & S was insolvent by reason that it was unable to pay its debts as and when they fell due. The directors had no alternative but to place A & S into formal insolvency proceedings.

The directors held a Board Meeting on the 11th November 2008 and Resolutions were passed in order to place A & S into Administration and to appoint David Emanuel Merton Mond of Hodgsons as Administrator.

On the 11th November 2008 the directors made the required solemn declaration and appointed an Administrator to A & S. The notice was then filed at 11.20am on the 13th November 2008 in the High Court Manchester District Registry which is the time and date that A & S formally entered into Administration.

5. THE ADMINISTRATION PERIOD

The Administrator instructed agents Robson Kay & Co Limited ("Kay") (please note that David Kay, a director of Robson Kay & Co Limited is a Fellow of The Institute of Commercial Business Agents and Fellow of The National Association of Estate Agents) to value the assets of A & S.

On the 13th November 2008 the Administrator sold the assets of A & S to the director Mr Richardson for £6,000. The apportionment was as follows: Motor Vehicles £4,100 and Goodwill £1,900 which was in agreement with the Kay valuation.

To date £2,850 has been paid as part payment for the sale of the assets the balance is supported by a signed personal guarantee for £6,000 given by Mr Richardson.

The Administrator has done all such things necessary to secure A & S property and maximise the realisation of assets.

6. OTHER INFORMATION

Secured Creditor

There are no secured creditors.

Investigation

As at 30th November 2007 the director's loan account was overdrawn by £2,781.00. It is the intention of the Administrator to investigate that the director's loan account has been repaid in full otherwise the necessary claim will be made.

The Administrator will in any event conduct a general investigation into the affairs of A & S.

Preferential Creditors

Under the terms of the Enterprise Act 2002, the Crown's preferential status in respect of VAT and PAYE debts has now been abolished.

Unsecured Creditors

It is extremely unlikely that unsecured creditors will receive a dividend in this administration.

Prescribed Part

There will be no prescribed part distribution as there is no qualifying floating charge holder.

Company Directors Disqualification Act ("CDDA")

As part of their statutory duties the Administrator will consider the conduct of the directors and any person who is considered a shadow or de facto director in relation to the management of the affairs of A & S and the cause of the failure and will submit their confidential report to the Department for Business, Enterprise & Regulatory Reform.

VAT Bad Debt Relief

Section 36 of the Value Added Tax 1994 incorporates provisions which enable the trader to claim VAT Bad Debt Relief after writing the debt off in his accounts six months after the supply. This procedure does not involve the Administrator and claims should be made directly to HM Customs & Excise.

Prior Involvement of Hodgsons

Neither David Mond nor Hodgsons have had any previous professional connections or dealings with A & S prior to being asked to deal with the Administration.

Receipts & Payments Account

All receipts and payments have been made as attached at Appendix C.

Administrators' Fees and Expenses

Time records are not currently up to date owing to a number of internal issues with Hodgsons computer systems at this time which is currently being resolved.

The Administrators propose to be remunerated on a time cost basis in accordance with R2.106 (2) (b).

Remuneration drawn will be notified to any creditors' committee appointed under Paragraph 57 of Schedule B1 to the Act. The Administrator will be reimbursed for their incidental expenses. In the absence of a creditors' committee, details of time incurred and disbursements drawn will be reported to creditors in accordance with *Statement of Insolvency Practice 9* issued by the Joint Insolvency Committee on behalf of the Administrator's licensing bodies. A copy of this can be found at <http://www.hodgsons.co.uk/creditorsguides> or a hardcopy is available upon request to the Administrator.

A copy of this firm's policy note on fees and disbursements, to include details of the hourly rates charges by the relevant grades of staff, is attached at Appendix B.

Exit Route from Administration

Under the Enterprises Act 2002, all Administrations automatically come to an end after one year, unless an extension is granted by the Court or with the consent of creditors.

Otherwise, and unless it is proposed that a company in Administration should be placed into Creditors Voluntary Liquidation the appointment of the Administrators ceases on the following:-

- An application to Court (in the event of a Court appointment).
- Filing a notice in Court and with the Registrar of Companies confirming that the purpose of the Administration has been sufficiently achieved.
- In the event that the Company has no property which might permit a distribution to creditors the Administrator may notify the Registrar of Companies to that effect at which time the appointment of the Administrator ceases and three months following that date the company is deemed to be dissolved.

As it is likely that there will be a not be distribution to unsecured creditors, the exit route chosen in relation to the company is that of notifying the Registrar of Companies that the company has no property to distribute to creditors.

The exit provisions contained in Schedule B1 of the Insolvency Act 1986 provide for an informal and cost effective way for the appointments of Administrators to cease and reference is made to this in the Administrators' proposals.

7. ADMINISTRATORS' PROPOSALS

The Administrator presents the following proposals:

1. The Administrator is empowered to do all such things and generally exercise his powers as Administrator as he in his discretion considers desirable in order to achieve the

purpose of the Administration set out in Paragraph 3 of Schedule B1 to the Act or to maximise realisations for any other purpose incidental to these proposals.

2. Upon completion of the Administration and if there is a surplus of funds available to unsecured creditors, the Administrator intends to move from Administration to Creditors' Voluntary Liquidation pursuant to Paragraph 83 of Schedule B1 to the Act. It is proposed that David Emanuel Merton Mond be appointed Liquidator of the Company.
3. In the event that there is no surplus of monies available to unsecured creditors, the administrator will file a notice in Court and Companies House confirming there is no property to distribute to unsecured creditors. The dissolution will take place three months thereafter.
4. The Administrator and his staff propose to be remunerated on a time cost basis at Hodgsons indicative charge out rates in accordance with R2.106 (2) (b).
5. The Administrator is authorised to draw category 2 disbursements in accordance with Statement of Insolvency Practice 9.

Creditors Meeting

Under Paragraph 58 of Schedule B1 to the Act, the Administrator proposes to use correspondence instead of convening an initial meeting of creditors, in order that Creditors may consider the Administrators' proposals.

You are entitled to vote for the proposed resolutions using **Form 2.25B** enclosed with the covering letter to this report, which **must be** accompanied by a **statement of your claim** and returned to Hodgsons, Nelson House, Park Road, Timperley, Cheshire WA14 5BZ by 12.00 noon on the 22nd January 2009 (closing date).

If no valid Form 2.25B is received by the closing date specified then the Administrator shall call a meeting of creditors.

Any single creditor, or a group of creditors, of the company whose debt(s) amount to at least 10% of the total debts of the company, may within 5 business days from the date of the administrator sending out a resolution or proposals, require him to summon a meeting of creditors to consider the matters raised therein.

Other

If appropriate, the Administrator proposes to apply to Court under the provisions of Paragraph 76(2) (a) of Schedule B1 to the Insolvency Act 1986 for an order that their term of office be extended.

These proposals shall be subject to such modifications or conditions as the Court may give.

8. STATEMENT OF AFFAIRS

A draft of the Director's Statement of Affairs can be found at Appendix A.

The Administrators' comments on the estimated Statement of Affairs are as follows:-

Physical Assets

The Administrator's agents Robson Kay & Co Limited undertook a valuation of assets at the A & S.

Director's Loan Account

The accounts for year end 30th November 2007 show that the Director's Loan Account was overdrawn by £2,781. Further enquiries into the balance of the Director's Loan Account are ongoing.

HM Revenue and Customs

The amount outstanding in respect of PAYE, NIC, Corporation Tax and VAT are estimated.

Trade and Unsecured Creditors

The amount outstanding is as per the creditors ledger as at the date of administration.

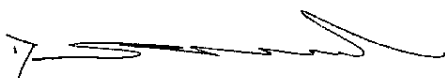
Estimated Dividend

It is not anticipated that a dividend will be paid to unsecured creditors in this matter.

9. CONCLUSION

Please do not hesitate to contact either Matthew Bannon or Steven Wiseglass if you have any queries regarding this Report or any other aspect of A & S affairs.

I will send a report on the outcome of the business by correspondence as soon as reasonably practical and then I will report on progress again approximately six months after the commencement of the Administration, or at the conclusion of the Administration, whichever is sooner.



David E M Mond FCA FCCA
Administrator

Date: 8th January 2009

A & S Environmental Services Ltd
Statement Of Affairs as at 13 November 2008

A - Summary of Assets

| Assets | Book Value £ | Estimated to Realise £ |
|--|-----------------|------------------------------|
| Assets subject to fixed charge: | | |
| Assets subject to floating charge: | | |
| Uncharged assets: | | |
| Vehicles | 4,100.00 | 4,100.00 |
| Directors Loan Account | 2,781.00 | 2,781.00 |
| Int Property/Goodwill | 1,900.00 | 1,900.00 |
| Estimated total assets available for preferential creditors | | 8,781.00 |

Signature _____ Date _____

A & S Environmental Services Ltd
Statement Of Affairs as at 13 November 2008

A1 - Summary of Liabilities

| | Estimated to Realise £ |
|--|------------------------------|
| Estimated total assets available for preferential creditors (Carried from Page A) | 8,781.00 |
| Liabilities | |
| Preferential Creditors:- | |
| Estimated deficiency/surplus as regards preferential creditors | <u>NIL</u> 8,781.00 |
| Estimated prescribed part of net property where applicable (to carry forward) Based on floating charge assets of Nil | NIL |
| Estimated total assets available for floating charge holders | <u>8,781.00</u> |
| Debts secured by floating charges | |
| Estimated deficiency/surplus of assets after floating charges | <u>NIL</u> 8,781.00 |
| Estimated prescribed part of net property where applicable (brought down) | NIL |
| Total assets available to unsecured creditors | <u>8,781.00</u> |
| Unsecured non-preferential claims (excluding any shortfall to floating charge holders) | |
| Shortfall to preferential creditors (brought down) | NIL |
| HMRC | 12,809.12 |
| Unsecured Creditors | 13,919.23 |
| Natwest Bank | 11,167.98 |
| | <u>37,896.33</u> |
| Estimated deficiency/surplus as regards non-preferential creditors (excluding any shortfall to floating charge holders) | <u>(29,115.33)</u> |
| Estimated deficiency/surplus as regards creditors | <u>(29,115.33)</u> |
| Issued and called up capital | |
| Ordinary Shareholders | 2.00 |
| | <u>2.00</u> |
| Estimated total deficiency/surplus as regards members | <u><u>(29,117.33)</u></u> |

Signature _____ Date _____

Hodgsons
A & S Environmental Services Ltd
A5 - Unsecured Creditors Statement of Affairs Figures

| Key | Name | £ |
|-------|---|-----------|
| CCAP | Capital Bank City Road Chester CH88 3AN | 0.00 |
| CHMRC | H M Revenue & Customs 880/1398363 07 ITY Durrington Bridge House Barrington Road Worthing West Sussex BN12 4SE | 12,809.12 |
| CNAT | Natwest Bank Ac/No - 36566284 S/c - 56-00-7 York City Centre Branch 1 Market Street York YO1 9YH | 11,167.98 |
| CPAYE | H M Revenue & Customs 791C9506313419 North Yorkshire Office Swinson House 23 Piccadilly York YO1 9PG | 0.00 |
| CPAYF | P.C.L.G Accountants LRE/PMM Equinox House Clifton Park Avenue Shipton Road York YO30 5PA | 276.00 |
| CTAP | Ten Alps Publishing KP/4018/VAR Trelawney House Chestergate Macclesfield Cheshire SK11 6DW | 12,860.24 |
| CTAQ | Towergate Underwriting Liability & Construction Towergate House 20 Ellerbeck Court Stokesley North Yorkshire TS9 5PT | 0.00 |
| CTHOM | Thomson Directories 296 Farnborough Road Farnborough GU14 7NU | 0.00 |
| CU00 | Ufindus Ltd 100025896 Lancaster Business Park Caton Road Lancaster LA1 3RQ | 140.64 |

Hodgsons
A & S Environmental Services Ltd
A5 - Unsecured Creditors Statement of Affairs Figures

| Key | Name | £ |
|-----------------------------|--|------------------|
| CYEL | Yellow Pages 40306753 C/o Tenon Recovery Salisbury House Finsbury Circus London EC2M 5SQ | 642.35 |
| 10 Entries Totalling | | 37,896.33 |

Signature _____

Appendix B

Administrator's Time Costs and Expenses

- Hodgsons Charge Out Base Rates
- Hodgsons Disbursement Rates

STATEMENT OF INSOLVENCY PRACTICE ("SIP9")
INFORMATION TO CREDITORS
HODGSONS CHARGE-OUT BASE RATES

| | £ |
|---------------|-----------|
| Partners | 275 - 500 |
| Managers | 220 - 275 |
| Senior Clerks | 175 - 215 |
| Junior Clerks | 55 – 150 |
| Secretaries | 150 – 175 |

The above base rates are indicative and refer to what Hodgsons may apply on insolvency cases. These base rates are subject to an uplift factor of between 0.10 and 6 by reference to the skill and knowledge required for the work, the seniority of the persons necessarily engaged upon it, the time occupied and the degree of the responsibility involved. Other factors that may be taken into consideration will be the complexity of the case, any responsibility of an exceptional kind or degree that may be required, and the value and nature of the assets involved.

Updated May 2008

DISBURSEMENT RATES

CATEGORY 2

The following disbursements may be charged: -

| Type | Rate £ |
|------------------------|-------------------|
| Printing | 0.15 per sheet |
| Photocopying | 0.15 per sheet |
| Colour Photocopying | 2.50 per sheet |
| Fax | 0.40 per sheet |
| Storage - Standard Box | 3.90 per quarter |
| Room Hire | 60.00 |

Appendix C

Administrator's Receipts & Payment Account

- As at 8th January 2009

Rule 2.48

Notice of conduct of business by correspondence

| | |
|---|-----------------------------------|
| Name of Company A & S Environmental Services Limited | Company number 03465638 |
| In the Manchester High Court District Registry (full name of court) | Court case number 3922 of 2008 |

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

Notice is hereby given by (a)
David E.M. Mond FCA, FCCA
Hodgsons
Nelson House
Park Road
Timperley
WA14 5BZ

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

to the creditors of (b) A & S Environmental Services Limited
C/o Hodgsons
Nelson House
Park Road
Timperley
WA14 5BZ

(c) Insert number of
resolutions enclosed

that, pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, enclosed are (c) 5
(five) resolutions for your consideration. Please indicate below whether you are in favour or
against each resolution.

(d) Insert address to
which form is to be
delivered

This form must be received at (d)
Hodgsons
Nelson House
Park Road
Timperley
WA14 5BZ

(e) Insert closing date

by 12.00 hours on (e) 8th January 2009 in order to be
counted. It must be accompanied by details in writing of your claim. Failure to do so
will lead to your vote(s) being disregarded.

Repeat as necessary for
the number of resolutions
attached.

*Delete as appropriate

Resolution (1) The Administrator is
empowered to do all such things and
generally exercise his powers as
Administrator as he in his discretion
considers desirable in order to achieve the
purpose of the Administration set out in
Paragraph 3 of Schedule B1 to the Act or to
maximise realisations for any other purpose
incidental to these proposals.

I am *in Favour / Against

Resolution (2) Upon completion of the
Administration and if there is a surplus of
funds available to unsecured creditors, the
Administrator intends to move from
Administration to Creditors' Voluntary
Liquidation pursuant to Paragraph 83 of
Schedule B1 to the Act. It is proposed that
David Emanuel Merton Mond be appointed
Liquidator of the Company

I am *in Favour / Against

Resolution (3) In the event that there is no surplus of monies available to unsecured creditors, the Administrator will file a notice in Court and Companies House confirming there is no property to distribute to unsecured creditors. The dissolution will take place three months thereafter.

I am *in Favour / Against

Resolution (4) The Administrator and his staff propose to be remunerated on a time cost basis at Hodgsons indicative charge out rates uplifted by a factor of 2 in accordance with R2.106(2)(b)

I am *in Favour / Against

Resolution (5) The Administrator is authorised to draw category 2 disbursements in accordance with Statement of Insolvency Practice 9.

I am *in Favour / Against

TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:

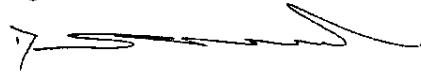
Name of creditor

Signature of creditor

(If signing on behalf of creditor, state capacity e.g. director/solicitor)

If you require any further details or clarification prior to returning your votes, please contact us at the address above.

Signed



Administrator(s)

Dated

08/01/2009

PROOF OF DEBT - GENERAL FORM

| A & S ENVIRONMENTAL SERVICES LIMITED – IN ADMINISTRATION | |
|---|--|
| Date of Administration Order -13 th November 2008 | |
| 1. | Name of Creditor (If a company please also give company registration number) |
| 2. | Address of Creditor for correspondence |
| 3. | Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date of the administration |
| 4. | Details of any documents by reference to which the debt can be substantiated. [Note: the administrator may call for any documents or evidence to substantiate the claim at his discretion] |
| 5. | If amount in 3 above includes outstanding uncapitalised interest please state amount £ |
| 6. | Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form) |
| 7. | Particulars of any security held, the value of the security, and the date it was given |
| 8. | Particulars of any reservation of title claimed, in respect of goods supplied to which the claim relates |
| 9. | Signature of creditor or person authorised to act on his behalf |
| | Name in BLOCK LETTERS |
| | Position with or in relation to creditor Address of person signing (if different from 2 above) |
| Admitted to vote for | Admitted for dividend for |
| £ | £ |
| Date | Date |
| Administrator | Administrator |