

The Insolvency Act 1986

**Statement of administrators  
proposals****2.17B**

Name of Company

Astbury Wren &amp; Company Limited

Company Number

03486203

In the

High Court of Justice, Chancery Division,  
Companies Court

[full name of court]

Court case number (For court use only)

01257 of 2012

(a) Insert full name(s) and  
address(es) of  
administrator(s)We<sup>(a)</sup>Jim Stewart-Koster of PKF (UK) LLP, Farringdon Place, 20 Farringdon Road, London, EC1M 3AP  
and Kerry Bailey of PKF (UK) LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3HF

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

A copy of these proposals was sent to creditors on

(b) Insert date

(b) 16 April 2012

Signed

  
Joint Administrator

Dated

16/4/12

**Contact Details**You do not have to give any contact information in the box  
opposite but if you do, it will help Companies House to  
contact you if there is a query on the form. The contact  
information that you give will be visible to searchers of the  
public recordJim Stewart-Koster & Kerry Bailey  
PKF (UK) LLP  
3 Hardman Street  
Spinningfields  
Manchester  
M3 3HF

Tel 0161 832 5481

Fax 0161 832 3849

DX 715600 Manchester

Email [cri.manchester@uk.pkf.com](mailto:cri.manchester@uk.pkf.com)

THURSDAY



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19/04/2012

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COMPANIES HOUSE

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

Companies House, Crown Way, Cardiff, CF14 3UZ

DX 33050 Cardiff

## **Appendix 8 - Form 2.21B (Creditor's request for a meeting)**

The Insolvency Act 1986

## Creditor's request for a meeting

**2.21B**

Name of Company Astbury Wren & Company Limited
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Company Number 03486203
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In the High Court of Justice, Chancery Division, Companies Court [full name of court]
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Court case number (For court use only) 01257 of 2012
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(a) Insert full name and  
address of the creditor  
making the request

(a)

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

request a meeting of the creditors of <sup>(b)</sup> Astbury Wren & Company Limited of c/o PKF (UK) LLP, 3  
Hardman Street, Spinningfields, Manchester, M3 3HF

(c) Insert amount of claim

My claim in the administration is <sup>(c)</sup> £

(d) Insert full name(s) and  
address(es) of creditors  
concurring with the request (if  
any) and their claims in the  
administration if the  
requesting creditors' claim is  
below the required 10%

(d)

(e) Insert details of the  
purpose of the meeting

concur with the above request, and I attach copies of their written confirmation of concurrence

The purpose of the meeting is <sup>(e)</sup>

Signed

Dated



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ATTACHED  
19/04/2012  
COMPANIES HOUSE

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## **Appendix 9 - Form 2.25B (Notice of conduct of business by correspondence)**

The Insolvency Act 1986

**Notice of conduct of business by  
correspondence****2.25B**

Name of Company Astbury Wren & Company Limited
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Company Number 03486203
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In the High Court of Justice, Chancery Division, Companies Court {full name of court}
--

Court case number (For court use only) 01257 of 2012
---

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

Notice is hereby given by <sup>(a)</sup> Jim Stewart-Koster of PKF (UK) LLP, Farringdon Place, 20 Farringdon Road, London, EC1M 3AP and Kerry Bailey of PKF (UK) LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3HF

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

to the creditors of <sup>(b)</sup> Astbury Wren & Company Limited whose registered office is at c/o PKF (UK) LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3HF

(c) Insert number of  
resolutions enclosed

that pursuant to paragraph 58 of Schedule B1 to the Insolvency Act 1986, below are <sup>(c)</sup> nine resolutions for your consideration

Please indicate on the attached Resolutions Sheet whether you are in favour or against each resolution

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

This form and the completed resolutions sheet must be received at <sup>(d)</sup> PKF (UK) LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3HF by 12 00 noon on <sup>(e)</sup> 24 April 2012 in order to be counted

It must be accompanied by written details of your claim unless those details have already been submitted for the purpose of a meeting of creditors. Failure to do so will result in your vote(s) being disregarded

If you require further details or clarification prior to returning your votes, please contact Mike Roberts or Baqer Raza using any of the methods below

By post                      PKF (UK) LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3HF  
By telephone              0161 832 5481  
By email                    mike.roberts@uk.pkf.com / baqer.raza@uk.pkf.com

Signed

  
For the Joint Administrators

Dated

16/4/12

## Proposed Resolutions

Please indicate below how you wish to vote on the proposed resolutions

	In Favour	Against
1 That the Administrators' Proposals be approved as circulated	<input type="checkbox"/>	<input type="checkbox"/>
2 That a creditors' committee be formed if there are sufficient creditors willing to act	<input type="checkbox"/>	<input type="checkbox"/>
3 For the appointment of _____ representing _____ as a member of the creditors' committee		

*In the event that a creditors' committee is not established, creditors will be asked to vote on the following resolutions*

	In Favour	Against
4 That the unpaid pre-administration costs of PKF (UK) LLP detailed at Appendix 4 of the Administrators' Proposals are approved, but limited to £23,500 plus VAT, for payment as expenses of the Administration	<input type="checkbox"/>	<input type="checkbox"/>
5 That the unpaid pre-administration costs of Pinsent Masons LLP detailed at Appendix 5 of the Administrators' Proposals are approved for payment as expenses of the Administration	<input type="checkbox"/>	<input type="checkbox"/>
6 That the unpaid pre-administration costs of Moore Stephens LLP Corporate Finance detailed in paragraph 5.13 of the Administrators' Proposals are approved for payment as expenses of the Administration	<input type="checkbox"/>	<input type="checkbox"/>
7 That the Administrators' remuneration be fixed on a time cost basis and such remuneration may be drawn from time to time from the Administration funds	<input type="checkbox"/>	<input type="checkbox"/>
8 That the Administrators be authorised to draw the Category 2 disbursements detailed in the Administrators' Proposals from the Administration funds	<input type="checkbox"/>	<input type="checkbox"/>
9 That the Administrators be discharged from liability in accordance with Paragraph 98 of Schedule B1 of the Insolvency Act 1986, 28 days after they cease to be Administrators of the company	<input type="checkbox"/>	<input type="checkbox"/>

**To be completed by the creditor when returning this sheet and the form:**

Name of creditor \_\_\_\_\_

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

**This resolutions sheet must be received at PKF (UK) LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3HF by 12.00 noon on 24 April 2012 in order to be counted**

## Appendix 10 - Proof of debt form

# Proof of Debt – General Form

## Astbury Wren & Company Limited (In Administration)

Date of appointment of Administrator 20 February 2012

1	Name of creditor (If a company please also give company registration number)	
2	Address of creditor for correspondence	
2a	Email address (By including an email address on this form you are consenting to receive future correspondence by email )	
2b	Your reference or account number If applicable	
3	Total amount of claim Include any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	£
4	Details of any documents by reference to which the debt can be substantiated There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting	
5	Uncapitalised interest 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 Include the value of the security and the date it was given	
8	Particulars of any reservation of title Include full details of the 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) _____	

### To be completed by the administrator when admitting claims

Admitted to vote for	£		Admitted for dividend for	£	
Date			Date		
Administrator			Administrator		