

The Insolvency Act 1986

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

Name of Company Acacia Properties Limited
--

Company Number 04647551
----------------------------

In the High Court of Justice, Chancery Division, Birmingham District Registry [full name of court]
---

Court case number (For court use only) 8172 of 2013
--

(a) Insert full name(s) and  
address(es) of  
administrator(s)We<sup>(a)</sup>

Kerry Bailey of BDO LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3AT and  
Anne Buchanan of BDO LLP, 4 Atlantic Quay, 70 York Street, Glasgow, G2 8JX

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) 3 June 2013
--------------------

Signed

Joint Administrator

Dated

03/06/2013

**Contact Details**

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

Kerry Bailey

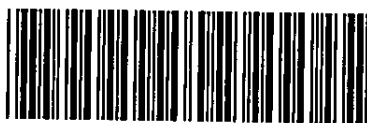
3 Hardman Street, Spinningfields, Manchester, M3 3AT

Tel 0161 817 7500

DX Number 710256

DX Exchange Manchester 3

TUESDAY



A35

\*A29SV19U\*

04/06/2013

#63

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



**TO ALL KNOWN CREDITORS**

Our ref: 4023863/KFB/AB/JCT/AW/2400-Prop

3 June 2013

Dear Sirs

**Acacia Properties Limited (In Administration)  
Administrator's proposals**

We have previously advised you that on 4 April 2013 Anne Buchanan, and I were appointed Joint Administrators of the above Company. Please find enclosed.

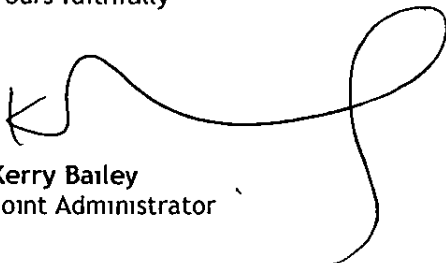
- Form 2 21B - creditors' request for a meeting
- A proof of debt form.
- A copy of the Joint Administrators' report and proposal document

It is not our intention to convene a meeting of creditors unless creditors with claims amounting to at least 10% of the total known debts of the Company request one. The proposals will, if not meeting is requisitioned, be deemed to have been approved 8 business days after the proposals were sent. Please note that you can email your claim to this office using the following email address [BRNOTICE@bdo.co.uk](mailto:BRNOTICE@bdo.co.uk)

If you would like future correspondence to be sent by email rather than in the post, please indicate your consent by completing the email address box on the enclosed proof of debt form. In the event the box is left blank we will continue to correspond with you by post. Please note, in the event that your contact details change you must inform us as soon as possible in order that our database can be updated.

If you have any questions please contact Anne Williams of this office

Yours faithfully



**Kerry Bailey**  
Joint Administrator

Direct tel 0161 833 8332 | Direct fax 0161 817 7683

Email [anne.williams@bdo.co.uk](mailto:anne.williams@bdo.co.uk) | [www.bdo.co.uk](http://www.bdo.co.uk)

BDO LLP | 3 Hardman Street | Spinningfields | Manchester | M3 3AT | DX 715600 Manchester

Details of the authorising bodies of the Insolvency appointment takers of BDO LLP are available at [www.bdo.co.uk/services/advisory/business\\_restructuring/authorising\\_bodies\\_insolvency\\_appointment\\_takers](http://www.bdo.co.uk/services/advisory/business_restructuring/authorising_bodies_insolvency_appointment_takers)

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**Acacia Properties Limited (In  
Administration)**

**Joint Administrators' Report and  
Proposals**

May 2013

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## 1 Introduction

- 1.1 Kerry Bailey and Anne Buchanan were appointed Joint Administrators ("the Administrators") of Acacia Properties Limited ("the Company") on 4 April 2013 by West Bromwich Building Society.
- 1.2 This report is prepared pursuant to Paragraph 49 of Schedule B1 ('the Schedule') to the Insolvency Act 1986 ('the Act') and Rule 2.33 of the Insolvency Rules 1986 ('the Rules')
- 1.3 Form 2.17B (Notice of Administrators' Proposals) is at Appendix V.

### No meeting of creditors to be held

- 1.4 Based on current information the Administrators have concluded that there will not be sufficient funds becoming available in the administration to make a distribution to either preferential or non-preferential creditors. Therefore in accordance with Paragraph 52(1) of the Schedule, the Administrators do not intend to summon a meeting of the Company's creditors.
- 1.5 In accordance with paragraphs 52(2)-(4) of the Schedule the Administrators will summon a formal creditors meeting if it is requested by a creditor or a number of creditors of the Company whose debt(s) amount to at least 10% of the total debts of the Company, and provided that such a request is made in the prescribed manner and within the prescribed period as set out under the aforementioned Rule.

## 2 Background to Administration.

- 2.1 The statutory information for the Company is at Appendix I
- 2.2 The Company was incorporated on 24 January 2003. The Company owned three properties, which it leased on long term leases to national operators.
- 2.3 Although capital values dipped as a result of recession, the impact of the Company was limited because the rents, which were payable by national concerns, were adequate to meet the property costs including the repayments on the secured lending.
- 2.4 One of the Company's properties is situated in Stirling, central Scotland and was leased to Dreams Plc, ("Dreams") a national chain of bedroom furniture suppliers. The property has three floors, the upper two of which were sub-leased to a chain of snooker halls, Rileys Pool and Snooker Limited ("Rileys").
- 2.5 In November 2012, Rileys entered administration, with Allan Graham and Jane Moriarty of KMPG LLP appointed administrators. The business operations of Rileys were immediately sold to Bingo Jersey Limited and a licence to occupy the premises in Stirling was granted to the new company. This did not have an immediate impact on the Company as the terms of the licence specified that rent should be paid to Dreams in accordance with the existing lease.
- 2.6 However, on 5 March 2013, Dreams entered administration with AM Hudson, JM O'Connor and CA Lewis of Ernst & Young LLP appointed as administrators. Part of Dreams's operation was immediately sold and the name of the company changed to Night Realisations Plc. Unfortunately, the property in Stirling was not one of the premises that the new owner wished to retain and the administrators of Dreams wrote to the Company to request a surrender of the lease.
- 2.7 Although rent was still being received from Rileys, the directors of the Company recognised that the Company would not be able to meet the loan repayments on the property without the rental income from Dreams and that the Company would become insolvent as a result. The directors sought professional advice and passed resolutions to convene meetings of members and creditors, with the intention of placing the Company into Creditors' Voluntary Liquidation.
- 2.8 Upon receipt of the notice convening the meeting of creditors pursuant to Section 98 of the Insolvency Act 1986, one of the secured creditors, West Bromwich Commercial Limited, exercised the ability under their qualifying floating charge to appoint administrators.

## **Acacia Properties Limited (In Administration)**

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- 2.9 On 4 April 2013, Kerry Bailey and Anne Buchanan were appointed Administrators of the Company in the High Court of Justice under court number 8172 of 2013.
- 2.10 Pursuant to Paragraph 3(1) of the Schedule the Administrators are required to perform their functions with the objective of:
- (i) rescuing the Company as a going concern; or
  - (ii) achieving 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
  - (iii) realising property to make a distribution to one or more secured or preferential creditors
- 2.11 After reviewing all information available, it became apparent that, due to the extent of the Company's liabilities objectives (i) and (ii) could not be achieved.
- 2.12 The Administrators are working towards achieving objective (iii), as set out in the strategy at Section 3
- 2.13 For the purpose of paragraph 100 of the Schedule the Administrators can confirm that any act required or authorised under any enactment to be done by an Administrator may be done by either or both of the Administrators, jointly or alone.

### **3 Administrators' Strategy**

- 3.1 As noted above, the Company owned three properties, which it leased on long term leases to national operators. The properties are subject to charges with three different lenders.
- 3.2 The Administrators' strategy for each property is being agreed in conjunction with the lenders and their requirements.



## 4 Financial Position of the Company

### Directors' statement of affairs

- 4.1 The directors have been advised of their duty to provide a statement of affairs of the Company as at the date of our appointment, pursuant to paragraph 47(1) of Schedule B1 to The Insolvency Act 1986.
- 4.2 The statement of affairs is being prepared with the assistance of the Company's professional advisers and will be available in due course. The directors and their advisers have been fully cooperative and have provided information upon request.

### Assets

#### Property Portfolio

- 4.3 The properties are currently being valued and the secured creditors are considering their options. In the circumstances, the property values and the amounts secured are commercially sensitive and are therefore, not disclosed. Further details on the properties are provided below

#### ***55-59 Upper Craigs, Stirling***

- 4.4 The property at 55-59 Upper Craigs, Stirling is subject to a legal charge with West Bromwich Commercial Limited. As noted in section 2, the property was leased to Dreams, with the two upper floors sub-let to Rileys.

#### ***106 High Street, Eltham***

- 4.5 The property at 106 High Street, Eltham is subject to a mortgage with the Bank of Ireland. The property is currently leased to Shoe Zone Limited.

#### ***124-126 and 128-130 High Street, Stevenage***

- 4.6 The property at 124-126 and 128-130 High Street, Stevenage is subject to a mortgage with Newcastle Building Society. The property comprises a restaurant on the ground floor, which is currently leased to Pizza Express, and two flats on the upper floors, which are on long leaseholds.

### Cash at Bank

- 4.7 At the date of appointment, the Company's bank account with National Westminster Bank Plc. was in credit by £63,023. The Company's accountants have provided bank statements to enable an analysis of the bank account to be undertaken to fully account for the funds.

## **Liabilities**

### **Secured creditors**

#### **West Bromwich Commercial Limited**

- 4.8 West Bromwich Commercial Limited have a legal charge registered in Scotland in respect of the property 55-59 Upper Craigs, Stirling.
- 4.9 In addition, they hold a floating charge debenture over the assets and undertaking of the Company, created on 19 December 2007 and registered on 3 January 2008

#### **Bank of Ireland**

- 4.10 The Bank of Ireland hold a mortgage on the property at 106 High Street, Eltam, which was registered at Companies House on 7 November 2006.
- 4.11 They also hold a Deed of Rental Assignment, registered on the same date

#### **Newcastle Building Society**

- 4.12 Newcastle Building Society hold a mortgage on the property at 124-126 and 128-130 High Street, Stevenage
- 4.13 They hold a floating charge debenture over the assets and undertaking of the Company, created on 7 January 2008 and registered on 10 January 2008 and a Deed of Rental Assignment registered on the same date

### **Unsecured creditors**

- 4.14 The directors have advised that the Company had no outstanding liabilities to trade and expense creditors at the date of appointment.

#### **HM Revenue and Customs**

- 4.15 The Administrators have received a claim from HM Revenue and Customs in respect of VAT for quarter end 31 March 2013
- 4.16 The estimated liability is £11,220 which is based on an assessment. The Company's accountants have completed the computations required which calculate the liability to be £17,555. The return will be submitted to HMRC to allow their claim to be finalised

## **Prescribed Part**

- 4.17 Section 176A, Insolvency Act 1986 requires the Administrators to set aside a prescribed amount of the Company's "net property" towards the satisfaction of unsecured debts. Net property is the amount of property that would otherwise be available for satisfaction of holders of debentures secured by, or holders of, any floating charge created by the Company after 15 September 2003.
- 4.18 As previously advised, West Bromwich Commercial Limited has a floating charge created on 19 December 2007 and registered on 3 January 2008 and Newcastle Building Society also hold a floating charge debenture over the assets and undertaking of the Company, created on 7 January 2008 and registered on 10 January 2008
- 4.19 However, the Administrators do not anticipate that there will be any surplus floating charge realisations to enable a distribution to be made to unsecured creditors and accordingly, the Prescribed Part provisions will not apply.

## 5 Administrators' Remuneration

- 5.1 It is proposed that the Administrators be remunerated for post appointment work on a time cost basis by reference to BDO LLP's normal rates for the time spent by them and their staff in attending to matters arising in the Administration
- 5.2 In view of the statement made at 1.4 of this report, that it is not anticipated that there will be sufficient funds available to enable a distribution to the unsecured creditors of the Company, the Administrators will be seeking specific approval to the basis of their remuneration from the secured creditors in accordance with rule 2.106(5A)
- 5.3 The Administrators' time costs to the date of this report amount to £22,384 which represents 97 hours at an average hourly rate of £229 and are summarised at Appendix III. To date no fees have been drawn in respect of the work undertaken.
- 5.4 These amounts are derived by reference to BDO LLP's normal rates for time properly given by the Administrators and their staff in attending to matters arising in the insolvency. Where members of the Administrators staff have been employed on this insolvency they have been so based on their experience and abilities in dealing with a case of this nature. Where appropriate, certain staff have dealt with a specific area of the administration due to their specialist skills in that area.
- 5.5 All staff who have worked on this assignment, including cashiers and secretarial staff, have charged time directly to the assignment and are included in the analysis of time spent. The cost of staff employed in central administration functions is not charged directly to the assignment but is reflected in the general level of charge out rates. The Administrators should advise you that our scale rates increase from time to time over the period of the administration of each insolvency.
- 5.6 The current charge out rates for BDO LLP staff utilised on this assignment are detailed below.

Job Title	Hourly Rates £
Partner	461
Director	381
Senior Manager	300
Manager	254
Assistant Manager	204
Supervisor	181
Senior Administrator/ Administrator/Assistant Administrator	48-165
Secretarial & Support Staff	85

- 5.7 A creditors' guide to fees, which provides information regarding creditors' rights in relation to insolvency practitioners' fees, can be obtained by visiting our website. The relevant guide can be accessed through [www.bdo.co.uk/cgtf](http://www.bdo.co.uk/cgtf)
- 5.8 The Administrators' disbursements to date comprise statutory bond, which is a category 1 disbursement.
- 5.1 Category 1 disbursements will generally comprise external supplies of incidental services specifically identifiable to the case, typically for items such as identifiable telephone calls, postage, advertising, 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.
- 5.2 All category 1 disbursements are charged at the actual cost incurred
- 5.3 Category 2 disbursements will comprise cost allocations which may arise on some of the category 1 expense where supplied internally typically, items such as room hire and document storage. Also typically included will be routine or more specialist copying and printing, and allocated communication costs.
- 5.4 In accordance with Rule 2.106 of the Rules, the fixing of the basis of the Administrators' remuneration is to be approved by resolution of the creditor's committee or if there is no committee by resolution of the secured creditors
- 5.5 The Administrators will write separately to the secured creditors regarding their agreement to the basis and payment of the Administrators' remuneration and disbursements.

## 6 Proposed Exit Route

- 6.1 The Administrators propose the following exit routes from Administration be considered,
- (i) Subject to the provisions of Paragraph 79 of Schedule B1 of the Insolvency Act 1986 an application will be made to the court to end the Administration and for the Company to be compulsorily wound-up. The Administrators may, if they so desire, request that they be appointed liquidators. In this event and under rule 4.127(5A) the basis of remuneration fixed in the Administration will apply in the subsequent liquidation, or
  - (ii) In the event that the exit route (i) above is inappropriate or unavailable, the Administrators be empowered to make the necessary arrangements for the Company to be dissolved and removed from the Companies Register.

### Administrators' discharge

- 6.2 It is standard practice for Administrators to seek a discharge from liability for any action taken by them during the course of an Administration, following the termination of the Administration.
- 6.3 Granting the Administrators discharge does not prevent any creditor of the Company from applying to Court (under Paragraph 75 of Schedule B1 to the Insolvency Act 1986) for permission to bring proceedings against us if any such party believes that our conduct as Administrators has breached our duties in relation to the Company or has otherwise made us guilty of misfeasance.
- 6.4 The Administrators are not currently aware of any issue that may result in such an application to Court
- 6.1 For the avoidance of doubt, granting us our discharge prior to the termination of the Administration does not discharge our liability, until the termination is effective.
- 6.2 Paragraph 98(3) of the Schedule requires that the Administratorss' discharge is approved by the secured creditors.
- 6.3 The Administrators will write further to the secured creditors in this regard.

## 7 Administrators' Proposals

7.1 In accordance with Paragraph 49 of the Schedule Kerry Bailey and Anne Buchanan, the Administrators of the Company, make the following proposals for achieving the purposes of the administration

7.2 The Administrators propose:

- (i) That the Administrators do all such things and generally exercise all of the powers as Administrators contained in Schedule 1 of the Insolvency Act 1986, as they at their discretion consider desirable or expedient in order to achieve the purposes of the administration, to protect and preserve the assets of the Company or maximise the realisation of those assets or for any purpose incidental to these proposals.
- (ii) That the Administrators, at their sole discretion and at a time they see fit, are empowered to either:
  - Make application to Court to end the Administration pursuant to Paragraph 79 of Schedule B1 of the Insolvency Act 1986, following which, the Administrators request that the Company be Compulsorily wound up and Kerry Bailey and Anne Buchanan be appointed Joint Liquidators if they so desire, or;
  - File the necessary documents with the Court and with the Registrar of Companies to dissolve the Company pursuant to Paragraph 84 of Schedule B1 of the Insolvency Act 1986

7.3 As the Administrators have made a statement under Paragraph 52 of the Schedule and decided not to summon a meeting of creditors, the above proposals will be deemed to have been accepted unless creditors request that a meeting be convened

7.4 A request of a meeting to be summoned must be made in accordance with Paragraphs 52(2) - (4) of the Schedule and Rule 2.37 of the Rules, i.e.:

- (i) The request must represent the wishes of creditors whose claims total at least 10% of the total debts of the Company, and
- (ii) The request must be made on Form 2.21B which is to state the purpose of the proposed meeting and, if the request is made by more than one creditor, must be accompanied by each supporting creditor's written statement of concurrence; and
- (iii) The request must be made within 8 business days from the date on which the proposals were issued, or made available, to creditors
- (iv) The requesting creditor(s) are to deposit with the Administrators an amount, to be determined by the Administrators, in respect of the costs of the meeting. However,

the meeting may subsequently resolve that such costs are to be paid as an expense of the administration.

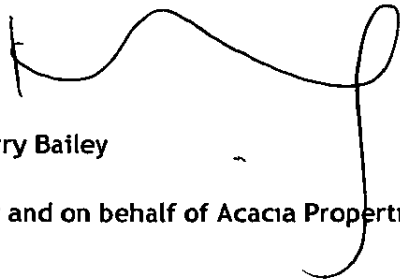


## **8 EC Regulations**

- 8.1 The EC Regulation on Insolvency Proceedings 2000 will apply to these proceedings as the registered office of the Company at the date of Administration was situated within the United Kingdom. The proceedings are main proceedings as defined in Article 3 of the Regulation

## 9 Conclusion

- 9.1 The Administrators are conducting their activities with objective of realising property to make a distribution to one or more secured or preferential creditors
- 9.2 As detailed in section 8, as no meeting of creditors is to be held, in accordance with Rule 2.33(5) of the Rules the proposals and resolutions will be deemed to have been approved unless creditors request that a meeting been convened. If the proposals are so deemed to be approved then notice of such approval will be sent to you.



Kerry Bailey

For and on behalf of Acacia Properties Limited (In Administration)

## Appendix I

**Acacia Properties Limited**

**(In Administration)**

**STATUTORY INFORMATION**

## Acacia Properties Limited (In Administration)

---

<b>Company name</b>	Acacia Properties Limited
<b>Registration number</b>	04647551
<b>Registered office address</b>	1 Bell Street, 2nd Floor, London, NW1 5BY
<b>Court details</b>	High Court of Justice, Chancery Division, Birmingham District Registry No. 8172 of 2013
<b>Administrator(s) details</b>	<p>Kerry Bailey BDO LLP 3 Hardman Street, Spinningfields, Manchester, M3 3AT Appointed 04/04/2013 Resigned: n/a</p> <p>Anne Buchanan BDO LLP 4 Atlantic Quay, 70 York Street, Glasgow, G2 8JX Appointed 04/04/2013 Resigned: n/a</p> <p>The Administrators are to act jointly and severally in all matters relating to the administration</p>
<b>Appointor</b>	West Bromwich Building Society
<b>Company secretary</b>	Sobakchand R Shah
<b>Company director(s)</b>	Sobakchand R Shah (No shareholding) Manjula Shah 136 Ordinary £1 shares

## Appendix II

**Acacia Properties Limited**

**(In Administration)**

**LIST OF COMPANY CREDITORS**

Acacia Properties Limited  
Appendix II - Company Creditors

Key	Name	Address	£
CB00	Bank of Ireland		
CD00	DSJ Partners LLP	2nd Floor, 1 Bell Street, London, NW1 5BY	
CH00	HM Revenue & Customs (PAYE / NIC)	ICHU, Benton Park View, Longbenton, Newcastle Upon Tyne, NE98 1ZZ	
CH01	HM Revenue & Customs (VAT)	5th Floor, Regian House, James Street, Liverpool, L75 1AD	
CH02	HM Revenue & Customs (Enforcement)	Durrington Bridge House, Barrington Road, Worthing, West Sussex, BN12 4SE	11,220 00
CN00	Newcastle Building Society		
CW00	West Bromwich Commercial Ltd	374 High Street, West Bromwich, West Midlands, B70 8LR	
RS00	Mr Sobakchand Shah	54 Ladbroke Drive, Potters Bar, EN6 1QW	
RS01	Ms Manjula Shah	54 Ladbroke Drive, Potters Bar, EN6 1QW	
9 Entries Totalling			11,220 00

## Appendix III

**Acacia Properties Limited**

**(In Administration)**

**JOINT ADMINISTRATORS' TIME COSTS AND A CREDITORS' GUIDE TO FEES**

# SIP9 Analysis of OfficeHolders Timecosts as at 30 May 2013

4023862 Acacia Properties Ltd

Tasks	Grade:	Partner / Director	Manager	Supervisor	Administrator / Assistant	Total
	Average Cost per hour:	£384.00	£230.00	£181.00	£172.00	£229.00
Planning & Monitoring		Amount (£) 126 80	Amount (£) 0 40	Amount (£) 128 10	Amount (£) 0 70	Amount (£) 254 90
Time Summaries & Billing				Hours 0 50	Hours 0 50	Hours 1 10
Cashiering Function Generally			34 50	0 15	0 80	0 95
Office Holders Tax Liabilities				118 65		118 65
Secured Creditors (reporting/accounting for funds. etc)		1,415 50	4 50	1,462 10	8 00	2,877 60
Fixed Asset Realisation		5,345 60	12 60	3,404 70	18 70	8,750 30
Other Asset Realisations				271 50	1 50	271 50
Legal Correspondence/Litigation				398 60	2 20	398 60
Correspondence with other Office Holders				399 60	2 20	399 60
General Administration		31 70	0 10	329 10	1 80	360 80
Statutory Compliance (including CRO returns and lodges)		1,254 00	3 00	3,283 65	18 05	4,537 65
Pre Appointment Work (including investigation work)		1,268 00	4 00	814 50	4 50	2,082 50
Insurance and Bonding				137 75	0 75	137 75
Investigations				183 00	1 00	183 00
Liasing with Agents/Solicitors/Other Professionals				2,104 65	11 55	2,104 65
		9,441 60	24 60	34 50	0 15	12,805 65
					72 10	137 60
					0 80	22,384 85
						97 65



## Appendix IV

Acacia Properties Limited

(In Administration)

FORM 2.17B (STATEMENT OF JOINT ADMINISTRATORS' PROPOSALS)

The Insolvency Act 1986

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

Name of Company Acacia Properties Limited
--

Company Number 04647551
----------------------------

In the High Court of Justice, Chancery Division, Birmingham District Registry [full name of court]
---

Court case number (For court use only) 8172 of 2013
--

(a) Insert full name(s) and  
address(es) of  
administrator(s)We<sup>(a)</sup>

Kerry Bailey of BDO LLP, 3 Hardman Street, Spinningfields, Manchester, M3 3AT and

Anne Buchanan of BDO LLP, 4 Atlantic Quay, 70 York Street, Glasgow, G2 8JX

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) 3 June 2013
--------------------

Signed \_\_\_\_\_  
Joint Administrator

Dated \_\_\_\_\_

**Contact Details**

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

Kerry Bailey 3 Hardman Street, Spinningfields, Manchester, M3 3AT Tel 0161 817 7500 DX Number 710256	DX Exchange Manchester 3
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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

COMPANIES HOUSE  
#139

## Appendix V

**Acacia Properties Limited**

**(In Administration)**

**FORM 2.21B CREDITOR'S REQUEST FOR A MEETING**

The Insolvency Act 1986

Creditor’s request for a meeting

2.21B

Name of Company
Acacia Properties Limited

Company Number
04647551

In the
High Court of Justice, Chancery Division,
Birmingham District Registry
[full name of court]

Court case number (For court use only)
8172 of 2013

(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 (b) Acacia Properties Limited of 1 Bell Street, 2nd Floor, London, NW1 5BY

(c) Insert amount of claim

My claim in the administration is (c) £

(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)

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

(e) Insert details of the purpose of the meeting

The purpose of the meeting is (e)

Signed

Dated



07/06/2013  
COMPANIES HOUSE

#62

## Appendix VI

**Acacia Properties Limited**

**(In Administration)**

**PROOF OF DEBT FORM**

**Proof of Debt - General Form**  
**Acacia Properties Limited (In Administration)**  
 Date of appointment of Administrator 4 April 2013

1	<b>Name of creditor</b> (If a company please also give company registration number)	
2	<b>Address of creditor for correspondence</b>	
2a	<b>Email address</b> (By including an email address on this form you are consenting to receive future correspondence by email.)	
2b	<b>Your reference or account number</b> If applicable	
3	<b>Total amount of claim</b> Include any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration	£
4	<b>Details of any documents by reference to which the debt can be substantiated.</b> There is no need to attach them now but the joint administrators may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting	
5	<b>Uncapitalised interest</b> If amount in 3 above includes outstanding uncapitalised interest please state amount	£
6	<b>Particulars of how and when debt incurred</b> If you need more space append a continuation sheet to this form	
7	<b>Particulars of any security held</b> Include the value of the security and the date it was given	
8	<b>Particulars of any reservation of title</b> Include full details of the goods supplied to which the claim relates	
9	<b>Signature of creditor or person authorised to act on his behalf</b> _____ <b>Name in BLOCK LETTERS</b> _____ <b>Position with or in relation to creditor</b> _____ <b>Address of person signing</b> _____ (if different from 2 above) _____	

**To be completed by the joint administrators when admitting claims**

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