

AM10

Notice of administrator's progress report



Companies House

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18/10/2019

#28

COMPANIES HOUSE

1 Company details

Company number 05618965

Company name in full Lateral Design Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Keith

Surname Marshall

3 Administrator's address

Building name/number RSM Restructuring Advisory LLP

Street Central Square, 5th Floor

Post town 29 Wellington Street

County/Region Leeds

Postcode LS14DL

Country

4 Administrator's name ①

Full forename(s) James

Surname Miller

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number RSM Restructuring Advisory LLP

Street Central Square, 5th Floor

Post town 29 Wellington Street

County/Region Leeds

Postcode LS14DL

Country

② Other administrator

Use this section to tell us about
another administrator.

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6

Period of progress report

From date	^d 2	^d 0	^m 0	^m 3	^y 2	^y 0	^y 1	^y 9
To date	^d 1	^d 9	^m 0	^m 9	^y 2	^y 0	^y 1	^y 9

7

Progress report

☒ I attach a copy of the progress report


8

Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d1

^d6

^m1

^m0

^y2

^y0

^y1

^y9

AM10

Notice of administrator's progress report



Presenter information

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

Contact name	Keith Marshall
Company name	RSM Restructuring Advisory LLP
Address	Central Square, 5th Floor 29 Wellington Street
Post town	Leeds
County/Region	
Postcode	L S 1 4 D L
Country	
DX	
Telephone	0113 285 5000



Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.



Important information

All information on this form will appear on the public record.



Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.



Further information

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

In the matter of

Lateral Design Limited In Administration

('the Company')

**In the High Court of Justice, Business & Property Courts in Leeds, Insolvency & Companies List (ChD)
no. CR-2019-LDS-305**

Joint Administrators' progress report

16 October 2019

**Keith Marshall and James Miller
Joint Administrators**

**RSM Restructuring Advisory LLP
Central Square, 5th Floor
29 Wellington Street
Leeds
LS1 4DL
Tel: 0113 285 5000
Email: restructuring.leeds@rsmuk.com**

Sections

1. Progress of the administration in the previous six months
2. Details of what remains to be done and matters preventing closure
3. Creditors' claims and dividend prospects
4. Receipts and payments summary
5. Joint Administrators' remuneration, expenses and disbursements
6. Creditors' right to information and ability to challenge remuneration and expenses

Appendices

- A. Statutory and other information
- B. Dividend information
- C. Summary of receipts and payments
- D. RSM Restructuring Advisory LLP, Leeds charging, expenses and disbursements policy statement
- E. RSM Restructuring Advisory LLP, Leeds current charge out and disbursement rates
- F. Statement of expenses incurred in the period from 20 March 2019 to 19 September 2019
- G. Joint Administrators' time cost analysis for the period from 20 March 2019 to 19 September 2019
- H. Proof of Debt form

This report has been prepared in accordance with insolvency legislation to provide creditors with information relating to the progress of the administration in the period from 20 March 2019 to 19 September 2019. This report should be read in conjunction with any previous reports that have been issued, copies of which are available on request.

This report has been prepared solely to comply with the statutory requirements of the relevant legislation. It has not been prepared for use in respect of any other purpose, or to inform any investment decision in relation to any debt or financial interest in the Company. Any estimated outcomes for creditors are illustrative and may be subject to significant change.

Neither the Administrators nor RSM Restructuring Advisory LLP accept any liability whatsoever arising as a result of any decision or action taken or refrained from as a result of information contained in this report.

1. Progress of the administration in the previous six months

1.1 Realisation of assets

The Joint Administrators are obliged to realise and recover the Company's property and maximise realisations. In some cases this does not result in sufficient realisations to result in a financial return to creditors, after taking into account the costs and expenses of realisation and dealing with the legislative requirements of administering the case. Details of the realisations made are set out below, with information relating to dividends, if any, contained within Appendix B.

1.1.1 Book Debts

The Company's book debts were subject to an invoice discounting facility with Aldermore Bank Plc ('Aldermore'), who were owed £305,000 at the time of appointment, against a ledger of £260,000 (after recording credit notes of £190,000).

The process of collecting the ledger has now concluded and based on current information the Joint Administrators understand that Aldermore will suffer a shortfall in the region of £100,000 on their facility

1.1.2 Sale and Purchase Agreement

As previously reported, the following Company assets were sold to a connected party, Accessible Products Limited on 15 April 2019. The Joint Administrators received advice from their agents, Sanderson Weatherall LLP on the sale which was apportioned as follows:-

	£
Equipment	30,000.00
Vehicles	5,000.00
Stock	4,999.00
Intellectual Property	1.00
	40,000.00

The consideration comprised of £30,000 plus VAT immediately payable on completion and deferred consideration of £10,000 plus VAT payable within 30 days. The deferred consideration is secured by a personal guarantee against the director, Mr Steven Greenwood, and a debenture granted by Accessible Products Limited in favour of the Company.

Payments totalling £40,000 have been received into the Joint Administrators' solicitor's client account to date and the balance of £8,000 inclusive of VAT remains due and payable.

Mr Greenwood remains cooperative and is expected to settle the balance shortly.

1.1.3 Work in progress ('WIP')

Following the Joint Administrators' appointment, certain WIP was identified and a sale was agreed in principle to a customer for the conversion of four motor vehicles. As this sale did not include any warranty as a result of the Company's Administration status, the total consideration of c£13,000 plus VAT was reduced to c£9,000 plus VAT accordingly. The proceeds were requested to be paid direct to Aldermore, as it transpired that this WIP was caught under their agreement.

The Joint Administrators continue to investigate whether there is any other unaccounted-for work in progress still to recover including any partly completed vehicle conversions.

1.1.4 Bank Interest

Bank Interest totalling £42 was received during the period of this report.

1.1.5 Car Tax Refunds

Following the sale of certain vehicles, car tax refunds totalling £283 have been received.

1.1.6 Cash at Bank

The Company's bank account balance of £37,500 held with Santander UK Plc ('Santander') was recovered prior to Administration and paid into the RSM Restructuring Advisory LLP's client account pending the appointment of Joint Administrators. This has since been transferred into the Administration

account and a further sum of £2,716 has been received from Santander following closure of the Company's bank account.

1.1.6 Refunds

A refund of £671 has been received from Canada Life Limited in respect of overpayments on the Company's employee death in benefit scheme.

1.1 Investigations

In accordance with the Joint Administrators' statutory obligations, they have filed the appropriate documentation in relation to the conduct of the directors.

The Joint Administrators can advise you that, following their initial assessment, further investigations were undertaken in relation to Aldermore's credit note position and the circumstances prior to Administration. These actions are currently ongoing and expected to conclude prior to the anniversary of the Administration in March 2020.

Based on current information it is not expected that these actions will lead to any recovery for the Administration estate.

1.2 Case specific matters

As previously reported, advice was sought from RSM Restructuring Advisory LLP's technical team and Clarion Solicitors on the validity of the Joint Administrators' appointment. This was as a result of a Qualifying Floating Charge Holder not receiving notice of the proposed Administration, as their charge was shown as satisfied at Companies House, despite them notifying the Joint Administrators that a balance was still outstanding.

There has been no further time spent in this category.

1.3 Administration and planning

Certain aspects of the work that the Joint Administrators undertake are derived from the underlying legal and regulatory framework for cases of this nature. This work, which does not usually result in any direct financial return to creditors, is a necessary aspect of ensuring that the Joint Administrators are complying with both of their legislative and best practice responsibilities and ensuring that the case is managed efficiently and effectively. It includes matters such as:

- Periodic case reviews, ongoing case planning and strategy
- Maintaining and updating computerised case management records
- Dealing with routine correspondence not attributable to other categories of work
- Ongoing consideration of ethical and anti-money laundering regulations
- General taxation matters, including seeking tax clearance from HMRC
- Preparation of receipts and payments accounts, maintenance of cashing records
- Pension schemes, liaising with PPF/Pensions Regulator/Trustees
- Consideration of Health and Safety and environmental regulations

2 Details of what remains to be done and matters preventing closure

2.1 Assets remaining to be realised

As detailed above, the balance of the deferred consideration of £8,000 is still outstanding from Accessible Products Limited, although expected to be received shortly.

The Joint Administrators also continue to investigate whether there is any other unaccounted-for work in progress still to recover.

2.2 Other outstanding matters

The Company's last filed accounts to 31 March 2018 showed an overdrawn directors' loan account of £130,649. The Joint Administrators investigations remain ongoing and an update will be provided in the next report to creditors.

3 Creditors' claims and dividend prospects

Dividend prospects and projected returns to creditors, where known, are detailed in Appendix B, including any amount under the prescribed part. Please note that these are indicative only and should not be used as the sole or principal basis for any bad debt provision or other purposes. They may be subject to revision and additional costs.

The agreement of creditors' claims by the Joint Administrators (or any subsequently appointed Supervisor or Liquidator) is a separate matter and will be dealt with as appropriate in due course, initially by reference to the proofs of debt lodged in the proceedings by creditors themselves.

The Joint Administrators are obliged to deal with a number of matters in relation to creditors to comply with both the legislative and best practice requirements and to ensure creditors are kept informed. Creditors will only derive an indirect financial return from this work on cases where a dividend has been paid or is due to be paid in the subsequent liquidation. These matters include:

- Preparation and issue of progress reports and associated documentation
- Maintenance of schedules of preferential and unsecured creditors' claims
- Dealing with correspondence and telephone calls
- Where necessary, consideration of creditors' claims; acceptance or rejection of claims and complying with legislative obligations in relation to adjudication of creditors' claims generally for voting and, if applicable, dividend purposes

4 Receipts and payments summary

The Joint Administrators attach as Appendix C a summary of their receipts and payments for the period from 20 March 2019 to 19 September 2019, along with cumulative figures where applicable. Receipts and payments are shown net of VAT with any amount due to or from HM Revenue and Customs shown separately.

5 Joint Administrators' remuneration, expenses and disbursements

5.1 Pre-administration costs

The Joint Administrators' proposals dated 13 May 2019 detailed un-paid pre-administration costs totalling £20,080. These costs can be paid as an expense of the administration (subject to approval) and the Joint Administrators can confirm that approval has been sought from the secured creditors for a total of £15,578.

5.2 Authority for remuneration

The Joint Administrators have sought approval for their remuneration and expenses from the secured creditors on the basis below, however, this is currently outstanding.

In accordance with the fee estimated provided to creditors on 13 May 2019, as attached to the Joint Administrators' proposals, the Joint Administrators shall be authorised to draw their remuneration (plus VAT) based upon time costs limited to the sum of £77,521.

No remuneration or category 2 disbursements will be drawn until approval has been obtained.

5.3 Remuneration and expenses incurred in the period from 20 March 2019 to 19 September 2019 and since appointment

The Joint Administrators are required to report remuneration 'charged' in the period. This reflects the time charged to the case for any category of work where remuneration has been approved on a time cost basis. The Joint Administrators can only draw remuneration based on time costs, that has been approved in accordance the fee estimate.

The Joint Administrators have incurred time costs of £65,882 in the current period. An analysis of time incurred in the period is attached. No fees have been discharged to date.

5.4 Expenses and disbursements

Attached are the Joint Administrators' charging, expenses and disbursement policy statement, together with the current rates. Details of the expenses (including category 1 and category 2 disbursements) that the Joint Administrators have incurred in the period of the report are also attached, along with cumulative figures.

The quantum of the expenses incurred to date is in line with the estimate provided to creditors on 13 May 2019.

5.4.1 Other professional costs

Whilst professional costs are not subject to approval by the relevant approving body, all professional costs are subject to review before being paid.

Clarion solicitors Limited have been retained as legal advisors in view of their expertise in these matters. They have advised the Joint Administrators on the retrospective appointment, the sale and purchase agreement, and general post appointment matters. We have agreed their remuneration based on their standard hourly charge-out rates, plus VAT and disbursements. Their fees to date of £19,121 plus VAT are unpaid. They have also incurred expenses totalling £2,113 plus VAT of which £2,000 plus VAT have been paid.

Sanderson Weatherall LLP were retained as agents to dispose of the Company's tangible assets. We have agreed that they be remunerated based on their standard commission rates, plus disbursements and VAT. Their fees to date of £5,750 plus VAT and disbursements of £96 plus VAT are unpaid.

In order to ensure the Joint Administrators, comply with statutory obligations in respect of the Company's pension schemes, Clumber Consultancy Limited ("Clumber"), an independent specialist pension advisor, were instructed to investigate and provide the Joint Administrators with advice and reports in respect of schemes operated by the Company. They have submitted invoices totalling £250 plus VAT which have been paid.

6 Creditors' right to information and ability to challenge remuneration and expenses

In accordance with the provisions of the relevant legislation creditors have a right to request further information about remuneration or expenses (other than pre-administration costs) and to challenge such remuneration or expenses.

A request for further information must be made in writing within 21 days of receipt of this report.

Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or the permission of the court, may apply to court that the remuneration charged, the basis fixed or expenses incurred by the Administrator are in all the circumstances excessive.

Any such challenge must be made no later than eight weeks after receipt of the report which first discloses the charging of remuneration or incurring of the expenses in question.

A Creditors' Guide to Administrators' Fees, which provides information for creditors in relation to the remuneration of an Administrator, can be accessed at rsm.insolvencypoint.com under 'general information for creditors'. A hard copy can be requested from my office by telephone, email or in writing.

Should you have any further queries please do not hesitate to contact me.



Keith Marshall
RSM Restructuring Advisory LLP
Joint Administrator

Keith Marshall and James Miller are licensed to act as Insolvency Practitioners in the UK by the Institute of Chartered Accountants in England and Wales

Insolvency Practitioners are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment

The affairs, business and property of the Company are being managed by the Joint Administrator who act as agents of the Company and without personal liability

Appendix A

Statutory and other information

Company Information	
Company name:	Lateral Design Limited
Company number:	05618965
Date of incorporation:	10 November 2005
Trading name:	Accessible Vehicles
Trading address	River Technology Park, Brewery Street, Off Dalton Lane, Keighley, BD21 4JQ
Principal activity:	Manufacturing
Registered office:	RSM Restructuring Advisory LLP, Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL Previously: River Technology Park Brewery Street, Off Dalton Lane, Keighley, BD21 4JQ
Previous company names:	N/A

Administration information		
Joint Administrator:	Keith Marshall and James Miller	
Date of appointment:	20 March 2019	
Functions:	<p>The Joint Administrators' appointment specified that they would have power to act jointly and severally.</p> <p>The Joint Administrators' have exercised, and will continue to exercise, all of their functions jointly and severally as stated in the notice of appointment.</p>	
Appointor:	Stephen Michael Greenwood (Director), Stiverton House, Keighley Road, Steeton, West Yorkshire, BD20 6QR	
Details of any extension:	None	
Proposed exit route:	Dissolution	
Correspondence address & contact details of case manager	<p>James Woodhead</p> <p>0113 285 5000</p> <p>RSM Restructuring Advisory LLP, Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL</p>	
Name, address & contact details of Joint Administrator	<p>Primary Office Holder:</p> <p>Keith Marshall RSM Restructuring Advisory LLP Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL 0113 285 5000 IP Number: 9745</p>	<p>Joint Office Holder:</p> <p>James Miller RSM Restructuring Advisory LLP Central Square, 5th Floor, 29 Wellington Street, Leeds, LS1 4DL 0113 285 5000 IP Number: 21290</p>

Appendix B

Dividend prospects

Dividend prospects	Owed	Paid to date	Estimated future prospects
Secured creditor – Aldermore Bank Plc	£305,000	NIL	shortfall
Secured creditor – Scottish Pacific Business Finance (UK) Limited	£4,836	NIL	shortfall
Preferential creditors	*£654	NIL	100p in £
Unsecured creditors	£472,757	NIL	NIL
Estimated net property	£88,845		
Estimated prescribed part available for unsecured creditors	£20,769		

Any estimated outcome for creditors is illustrative and may be subject to change.

* No preferential claims have been received to date

Summary of receipts and payments

Statement of Affairs		From 20/03/2019 To 19/09/2019	From 20/03/2019 To 19/09/2019
£		£	£
	SECURED ASSETS		
208,000 00	Book Debts	NIL	NIL
1 00	Goodwill	1 00	NIL
NIL	Patents and licenses	NIL	NIL
		1 00	1 00
	SECURED CREDITORS		
(305,000 00)	Aldermore Bank Plc	NIL	NIL
(4,836 00)	Pacific Business Finance (UK) Limited	NIL	NIL
		NIL	NIL
	HIRE PURCHASE		
(95,000 00)	Finance Company	NIL	NIL
(18,000 00)	Finance Company	NIL	NIL
18,000 00	Motor Vehicles	NIL	NIL
95,000 00	Plant & Machinery	NIL	NIL
		NIL	NIL
	ASSET REALISATIONS		
	Bank Interest Gross	4 67	4 67
	Bank Interest Net of Tax	37 63	37 63
Uncertain	Book Debts	NIL	NIL
	Car Tax Refunds	283 33	283 33
37,500 00	Cash at Bank	40,215 81	40,215 81
NIL	Computer Equipment	NIL	NIL
Uncertain	Director's Loan Account	NIL	NIL
NIL	Disposal costs	NIL	NIL
5,000 00	Motor Vehicles	5,000 00	5,000 00
30,000 00	Plant & Machinery	23,333 33	23,333 33
NIL	Prepayments	NIL	NIL
	Refunds	670 54	670 54
4,999 00	Stock	4,999 00	4,999 00
12,000 00	WIP	NIL	NIL
		74,545 31	74,545 31
	COST OF REALISATIONS		
	Legal Disbursements	2,000 00	2,000 00
	Pension Advice	250 00	250 00
		(2,250 00)	(2,250 00)
	PREFERENTIAL CREDITORS		
(653 85)	Employee Arrears/HoI Pay	NIL	NIL
		NIL	NIL
	UNSECURED CREDITORS		
(147,322 27)	Employees / Directors	NIL	NIL
(39,000 00)	HMRC	NIL	NIL
(286,435 09)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL
		72,295.31	72,295.31
	REPRESENTED BY		
	Current Account - RBS		38,511 98
	Funds held by Solicitors		40,000 00
	VAT Receivable		450 00
	VAT Payable		(6,666 67)
			72,295.31

Appendix D

RSM Restructuring Advisory LLP charging, expenses and disbursements policy statement

Charging policy

- Partners, directors, managers, administrators, cashiers, secretarial and support staff are allocated an hourly charge out rate which is reviewed from time to time.
- Work undertaken by cashiers, secretarial and support staff will be or has been charged for separately and such work will not or has not also been charged for as part of the hourly rates charged by partners, directors, managers and administrators.
- Time spent by partners and all staff in relation to the insolvency estate is charged to the estate.
- Time is recorded in 6-minute units at the rates prevailing at the time the work is done.
- The current charge rates for RSM Restructuring Advisory LLP, Leeds are attached.
- Time billed is subject to Value Added Tax at the applicable rate, where appropriate.
- It is the office holder's policy to ensure that work undertaken is carried out by the appropriate grade of staff required for each task, having regard to its complexity and the skill and experience actually required to perform it.
- RSM Restructuring Advisory LLP's charge out rates are reviewed periodically.

Expenses and disbursements policy

- Only expenses and disbursements properly incurred in relation to an insolvency estate are re-charged to the insolvency estate.
- Expenses and disbursements which comprise external supplies of incidental services specifically identifiable to the insolvency estate require disclosure to the relevant approving party, but do not require approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 1' disbursements.
- Expenses and disbursements which are not capable of precise identification and calculation (for example any which include an element of shared or allocated costs) or payments to outside parties that the firm or any associate has an interest, require the approval of the relevant approving party prior to being drawn from the insolvency estate. These are known as 'category 2' disbursements.
- A decision regarding the approval of category 2 disbursements at the rates prevailing at the time the cost is incurred to RSM Restructuring Advisory LLP, Leeds was sought from the relevant approving party in accordance with the legislative requirements.
- General office overheads are not re-charged to the insolvency estate as a disbursement.
- Any payments to outside parties in which the office holder or his firm or any associate has an interest will only be made with the approval of the relevant approving party.
- Expenses and disbursements re-charged to or incurred directly by an insolvency estate are subject to VAT at the applicable rate, where appropriate.

Appendix E

RSM Restructuring Advisory LLP Leeds current charge out and disbursement rates

Hourly charge out rates		
	Rates at commencement £	Current rates £
Partner	525	525
Directors / Associate Directors	270 - 405	305 - 405
Manager	260 - 285	260 - 285
Assistant Managers	N/A	N/A
Administrators	175 - 235	175 - 235
Support staff	95 - 130	95 - 130

Category 2 disbursement rates	
Internal room hire	£165
Subsistence	£25 per night
Travel (car)	42.5p per mile
'Tracker' searches	£10 per case

Appendix F

Statement of expenses incurred in the period from 20 March 2019 to 19 September 2019

Expenses (excluding category 2 disbursements) Type and purpose	£			
	Original estimate	Incurred to date	Paid to date	Unpaid to date
Joint Administrators' Disbursements.				
Bond	85	85	-	85
Statutory advertising	210	87	-	87
Storage agent (collection/storage of records)	1,663	122	-	122
Travel	-	5	-	5
Website fee	13	13	-	13
Insurance	6,895	3,643	-	3,643
Re-direction of mail	211	-	-	-
Agents' fees – Sanderson Weatherall	5,250	5,750	-	5,750
Agents' expenses - Sanderson Weatherall	196	96	-	96
Legal fees – Clarion Solicitors	20,843	19,121	-	19,121
Legal expenses – Clarion Solicitors	2,595	2,113	2,000	113
Pension advice – Clumber Consultancy Limited	-	250	250	-
Sub Total	37,961	31,285	2,250	29,035
Category 2 disbursements				
Recipient, type and purpose				
None incurred				
Total	37,961	31,285	2,250	29,035

NOTE: This Appendix may include estimated amounts where actual invoices have not been received. The amounts paid in the period are shown in the attached receipts and payments account. Invoices may have been paid in a period after that in which they were incurred.

Appendix G

Joint Administrators' time cost analysis for the period from 20 March 2019 to 19 September 2019

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Appendix H

Proof of debt form

In the High Court of Justice, Business & Property Courts in Leeds, Insolvency & Companies List (ChD) No CR-2019-LDS-305 of Lateral Design Limited In Administration Company No: 05618965 Keith Marshall and James Miller appointed as Joint Administrators to the above company on 20 March 2019	
Relevant date for creditors' claims 20 March 2019	
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 relevant date Less any payments made after that date in relation to the claim, any deduction in respect of discounts and any adjustment by way of mutual dealings and set off in accordance with relevant legislation
4	Details of any documents by reference to which the debt can be substantiated There is no need to attach them now, but you should retain them safely as the Joint Administrators may ask you at a future date to produce any document or other evidence which is considered necessary to substantiate the whole or any part of the claim, as may the chairman or convenor of any qualifying decision procedure
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
	Signature of creditor or person authorised to act on his behalf
	Name in BLOCK LETTERS
	Date
	Position with or in relation to creditor
	Address of person signing (if different from 2 above)

Notes: This form can be authenticated for submission by email, to restructuring.leeds@rsmuk.com, by entering your name in block capitals and sending the form as an attachment from an email address which clearly identifies you or has been previously notified to the office holder. If completing on behalf of a company, please state your relationship to the company.