In accordance with Rule 18.7 of the Insolvency (England & Wales) Rules 2016 and Sections 92A, 104A and 192 of the Insolvency Act 1986.

# LIQ03 Notice of progress report in voluntary winding up



For further information, please refer to our guidance at www.gov.uk/companieshouse

1	Company details	
Company number	0 9 2 7 1 5 3 5	→ Filling in this form Please complete in typescript or in
Company name in full	WeCan Solutions Limited	bold black capitals.
2	Liquidator's name	
Full forename(s)	Lawrence	
Surname	King	
3	Liquidator's address	
Building name/number	Innovation Centre	
Street	99 Park Drive	
Post town	Milton Park	
County/Region	Oxford	
Postcode	O X 1 4 A R Y	
Country		
4	Liquidator's name •	
Full forename(s)		Other liquidator Use this section to tell us about
Surname		another liquidator.
5	Liquidator's address 🛭	
Building name/number		<b>Other liquidator</b> Use this section to tell us about
Street		another liquidator.
Post town		
County/Region		
Postcode		
Country		

LIQ03 Notice of progress report in voluntary winding up

6	Period of progress report		
From date	$\begin{bmatrix} \frac{1}{2} & \frac{1}{6} & \frac{1}{0} & \frac{1}{2} & \frac{1}{2} & \frac{1}{2} \end{bmatrix}$		
To date			
7	7 Progress report		
	☐ The progress report is attached		
8	Sign and date		
Liquidator's signature	Signature		
	× /		
Signature date			

## **P**

## **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 Andy Lloyd Antony Batty & Co. Thames Valley Address **Innovation Centre** 99 Park Drive Post town Milton Park County/Region Oxford Postcode 0 Χ Country DX www.kwr.antonybatty.com Telephone 01235856321

## ✓ 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.

## **7** 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

## WeCan Solutions Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

Statement of Affairs		From 26/02/2022 To 25/02/2023 £	From 26/02/2021 To 25/02/2023 £
	HIRE PURCHASE		
80,000.00	Canning Line Assets	NIL	NIL
(78,688.00)	Lombard North Central Plc	NIL	NIL
55,000.00	Canning Line Assets	NIL	NIL
(87,512.00)	Quantum Funding	NIL	NIL
68,000.00	Canning Line Assets	NIL	NIL
(66,915.00)	Aldermore Bank Plc	NIL	NIL
1.00	Canning Line Assets	NIL	NIL
(45,009.00)	PEAC (UK) Limited	NIL	NIL
18,000.00	Nitrogen Doser	NIL	NIL
(18,000.00)	Societe Generale	NIL	NIL
39,000.00	Canning Line Assets	NIL	NIL
(74,241.00)	Close Brothers	NIL	NIL
49,579.00	Canning Line Assets	NIL	NIL
(49,579.00)	Simply Asset Finance	NIL	NIL
29,878.00	Fermentation Cylinders	NIL	NIL
(29,878.00)	Arkle Finance	NIL	NIL
,		NIL	NIL
	ASSET REALISATIONS		
	Plant & Machinery	602.00	602.00
500.00	Fixtures & Fittings	NIL	NIL
Uncertain	Associated Company Debts	NIL	NIL
Uncertain	Book Debts	NIL	NIL
		602.00	602.00
	COST OF REALISATIONS		
	Agents/Valuers Fees	60.20	60.20
		(60.20)	(60.20)
	PREFERENTIAL CREDITORS		
(106,038.19)	HM Revenue and Customs - VAT	NIL	NIL
(74,402.69)	HM Revenue and Customs - PAYE	NIL_	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
(34,260.00)	Bcrs Meif Gp Limited	NIL	NIL
(33,301.00)	Bcrs Business Loans Limited	NIL	NIL
		NIL	NIL
(	UNSECURED CREDITORS		
(424,676.00)	Trade & Expense Creditors	NIL	NIL
(28,500.00)	Bounce Back Loan	NIL	NIL
(33,746.00)	Director's Loan Account	NIL	NIL
(20,056.00)	Associated Company Debts	NIL	NIL
(200,000.00)	Unsecured Loans	NIL	NIL
	DIOTRIBUTIONO	NIL	NIL
400.00	DISTRIBUTIONS	NIII	AID
100.00	Ordinary Shareholders - Par	NIL	NIL
		NIL	NIL
(1,064,743.88)	DEDDECENTED DV	541.80	541.80
	REPRESENTED BY Vat Receivable		12.04
			650.16
	Non Interest Bearing Account Vat Payable		(120.40)
	vati ayabi <del>c</del>		(120.40)
			541.80

## Note:

The company was registered for VAT and the receipts and payments are therefore shown net of VAT.



#### WeCan Solutions Limited - In Creditors' Voluntary Liquidation ("the Company")

Annual progress report to creditors and members for the year ending 25 February 2023

#### STATUTORY INFORMATION

Company name WeCan Solutions Limited

Company number 09271535

Trading address Unit 22b Beech Trading Estate

Hereford Herefordshire HR4 9QJ

Registered office c/o K & W Recovery Limited

Innovation Centre 99 Park Drive Milton Park OX14 4RY

Former registered office Sme House

Holme Lacy Industrial Estate

Hereford HR2 6DR

Principal trading activity Contract canning solutions

Liquidator's name
Liquidator's address
Lawrence King
Innovation Centre
99 Park Drive

Milton Park
OX14 4RY

None

26 February 2021

Liquidator's date of

appointment
Change of Office Holder

appointment

#### LIQUIDATOR'S ACTIONS SINCE LAST REPORT

Since my last report I have now been able to interview the director and continued my investigations. Further information is detailed below.

There is certain work that I am required by the insolvency legislation to undertake in connection with the liquidation that provides no financial benefit for the creditors. A description of the routine work undertaken since my last progress report is contained in Appendix 3.

#### RECEIPTS AND PAYMENTS ACCOUNT

My Receipts & Payments Account for the period from 26 February 2021 to 25 February 2023 is enclosed at Appendix 1. All amounts are shown net of VAT. I have reconciled the account against the financial records that I am required to maintain.



The balance of funds are held in a non-interest bearing estate bank account. The account is not interest bearing due to the level of bank base rate however the bank does include free banking transactions for the period of the account.

#### **ASSETS**

Realisations are as previously reported to creditors, save for any updates during the last period which are provided below.

#### Plant & Machinery, Fixtures and Fittings

Following my appointment, I instructed AMS Auctions to collect and realise the Company's assets. Unfortunately, they have had great difficulty in identifying and collecting the equipment. I am advised that what has been collected is in poor condition and that the director has not been of assistance despite his promises. The sum of £602.00 has now been realised. No further realisations are anticipated.

#### **Associated Company Debts**

The estimated statement of affairs listed an associated debt of £80,721 with an estimated to realise figure of "Uncertain".

The report to creditors stated that £25,582 was from The Wobbly Brewing Company Limited which is in liquidation. Having reviewed the Company's records, I calculated that the sum of £63,992.75 was due and I submitted a proof of debt for this sum in the liquidation. The liquidators have now issued their final report and The Wobbly Brewing Company Limited will be dissolved in the near future.

The report to creditors also stated that £55,139 was due from Cardi Leisure Limited ("Cardi") and that "the balance is disputed and requires a detailed reconciliation." Having reviewed the Company's records, I calculated that the sum of £90,139.24 is due. This claim is currently not being pursued due to Cardi's financial position.

#### Wobbly Brewery & Events Limited ("WBE")

My investigations also revealed the following claims against WBE:-

- a debt of £330,549.12 in respect of unpaid sales to WBE and cross charges
- a potential preference claim in the sum of £19,200.00 in respect of assets sold to WBE offset against the loan account
- a misfeasance claim in the sum of £19,576.71 in respect of HMRC job retention support for the December 2020 and January.2021 payroll which was paid direct to WBE.

#### Claim against director

As stated in my last report, I had been attempting to interview the director. Following an application to court pursuant to Section 236 of the Insolvency Act 1986, the interview was conducted at the fourth attempt on 26 May 2022. A letter before action was issued against Mr Hughes on 5 September 2022 in the sum of £482,072.11 as follows:-

- Misfeasance claim re Cardi claim £90,139.24
- Misfeasance claim re WBE claim £369,325.83
- Increased salary payments from £22,607.04

In addition I was claiming the sum of £25,411.02 being my legal costs in respect of the Section 236 proceedings due to Mr Hughes's failure to co-operate.



Unfortunately my claims were not able to proceed because a creditor commenced bankruptcy proceedings resulting in a bankruptcy order being made against Mr Hughes on 24 August 2022.

I have submitted a claim in the bankruptcy however it is currently unclear whether a payment will be made.

#### **Book Debtors**

Following my appointment, I attempted to collect the book debts. One company has been dissolved and the remaining disputed the debt claiming, for example, that the goods were contaminated, leaked or were not delivered, or that the equipment was a "pile of scrap". No realisations are anticipated.

#### LIABILITIES

#### **Secured Creditors**

There are provisions of the insolvency legislation that require a Liquidator to set aside a percentage of a Company's assets for the benefit of the unsecured creditors in cases where the Company gave a "floating charge" over its assets to a lender on or after 15 September 2003. This is known as the "prescribed part of the net property" ("prescribed part"). A Company's net property is that left after paying the preferential creditors, but before paying the lender who holds a floating charge. Any costs of the liquidation that are payable before the Liquidator has reached a position to make a distribution to the floating charge holder have to be deducted from floating charge realisations before arriving at an amount for the "net property" of the Company. As a result, the costs associated with realising floating charge assets, paying preferential claims in full, the general costs of winding up and the costs of confirming the validity of the floating charge will have to be deducted before the "net property" is calculated. The "prescribed part" that the Liquidator then has to set aside for unsecured creditors is:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property

up to a maximum of £600,000/800,000.

An examination of the Company's mortgage register held by the Registrar of Companies showed that the Company granted fixed and floating charges to BCRS Business Loans Limited and BCRS Meif GP Limited on 24 August 2018 and 21 February 2019 and which were registered on 3 September 2018 and 22 February 2019 respectively. A combined claim in the amount of £54,025.53 has been received from BCRS in relation to outstanding amount due to them under their fixed and floating charges.

As the floating charges were registered after 15 September 2003, the Liquidator will be required to make a prescribed part of the Company's net property available to the unsecured creditors. I am currently unable to predict the amount of the net property of the Company or the prescribed part of the net property for unsecured creditors.

Santander Bank UK plc also has a charge registered at Companies House. As at the date of the liquidation, the current account had a credit balance, however this has been offset against the bounce back loan which is unsecured. The outstanding balance of £30,574.64 is therefore unsecured.

#### Preferential creditors

The statement of affairs anticipated £180,440.88 in respect of secondary preferential creditors relating to HMRC's claim. A preferential claim in the sum of £225,863.62 has been received.



#### **Crown Creditors**

The statement of affairs did not include any sum owed to HMRC in respect of their non-preferential claim. HMRC's final non-preferential claim of £30,266.56 has been received.

#### Non-preferential unsecured creditors

28 non-preferential claims have been received totalling £900,846.73. 42 claims, with a statement of affairs total of £470,156.02 are outstanding.

Claims have not been reviewed or agreed for dividend purposes.

#### **DIVIDENDS**

There have been insufficient realisations to declare a distribution to any class of creditors.

It currently appears that a dividend will not be paid to any class of creditors.

#### INVESTIGATION INTO THE AFFAIRS OF THE COMPANY

I undertook an initial investigation into the Company's affairs to establish whether there were any potential asset recoveries or conduct matters that justified further investigation, taking account of the public interest, potential recoveries, the funds likely to be available to fund an investigation, and the costs involved. Specifically, I carried out an in-depth review of the Company's Xero accounting records, interviewed the former accountant and the director,

As detailed above, claims have been identified however I have been unable to pursue them because of the bankruptcy of the director and financial situations of the associated companies.

Within three months of my appointment as Liquidator, I am required to submit a confidential report to the Secretary of State to include any matters which have come to my attention during the course of my work which may indicate that the conduct of any past or present Director would make them unfit to be concerned with the management of the Company. I would confirm that my report has been submitted.

#### PRE-APPOINTMENT REMUNERATION

The creditors previously authorised the payment of a fee of £5,000 plus VAT for Ballard Business Recovery Limited's assistance with preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator on 26 February 2021.

The fee for preparing the statement of affairs and arranging the decision procedure for creditors to appoint a liquidator is as yet unpaid as insufficient realisations have been made to date.

#### LIQUIDATOR'S REMUNERATION AND EXPENSES

#### Liquidator's remuneration

#### Fixed fee

I was authorised to draw a fixed fee of £15,000 for my work in respect of Administration and Creditors. I have not been able to draw any remuneration in respect of work done for which my fees were approved as a fixed fee.



#### Percentage of realisations

I was also authorised to draw 30% of realisations for my work in respect of assets realised from investigations. As no realisations have been made to which this percentage applies, I have therefore not drawn any remuneration on this basis.

Further information about creditors' rights can be obtained by visiting the creditors' information microsite published by the Association of Business Recovery Professionals (R3) at http://www.creditorinsolvencyguide.co.uk/. A copy of 'A Creditors Guide to Liquidator's Fees' also published by R3, together with an explanatory note which shows Antony Batty & Co. Thames Valley' fee policy are available at the link https://www.kwr.antonybatty.com/remuneration. There are different versions of these Guidance Notes, and in this case please refer to the most recent version. Please note that we have also provided further information about an office holder's remuneration and expenses in the practice fee recovery sheet which can be accessed at the above web address.

#### Liquidator's expenses

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder and then reimbursed to the office holder from the estate. Expenses are split into:

- category 1 expenses, which are payments to persons providing the service to which the expense relates who are not an associate of the office holder; and
- category 2 expenses, which are payments to associates or which have an element of shared costs. Before being paid category 2 expenses require approval in the same manner as an office holder's remuneration.

I have incurred total expenses of £43,864.85 of which I incurred £21,910.99 in the period since 26 February 2022. I have not been able to draw any expenses in this matter.

I have used the following professional advisors in the reporting period:

Professional Advisor	Nature of Work	Basis of Fees
AMS Auctions Freeths LLP	Valuer/Auctioneer Solicitors	Percentage of realisations Contingent time costs

The choice of professionals used was based on my perception of their experience and ability to perform this type of work, the complexity and nature of the assignment and the basis of my fee arrangement with them. I also confirmed that they hold appropriate regulatory authorisations. I have reviewed the fees they have charged and am satisfied that they are reasonable in the circumstances of this case.

AMS Auctions were instructed to collect and realise the Company's assets.

Freeths have been instructed to provide legal advice, particularly in respect of the potential claims that had been identified. In my last report, I advised that they were an associate by virtue of my ongoing long lasting professional relationship with the firm, and therefore a category 2 expense. I have since been advised by my compliance advisers and by my authorising body that I was being over cautious and can treat Freeths as a category 1 expense.



I have incurred the following expenses in the period since the last progress report:

Type of expense	Amount incurred/ accrued in the reporting period £
Asset agent	60.20
Solicitors	21,608.34
Postage	48.83
Xero accounts subscription	79.80
Travel expenses	82.80
Storage	31.02

I have not paid any category 1 expenses to date.

I am required to seek approval before I can pay any expenses to associates, or pay expenses where there is an element of shared costs, which are known as category 2 expenses. I have obtained approval to pay category 2 expenses. I have not incurred any category 2 expenses in the period since the last progress report:

I have not paid any category 1 expenses to date.

I have incurred the following expenses to 25 February 2023:

Nature of expense	Estimated expenses	Expenses incurred to date
'	£	£
Asset agent	5,000.00	1,050.20
Solicitors	35,000.00	36,612.64
Postage	300.00	190.55
Xero accounts subscription	400.00	176.16
Travel expenses	477.48	560.28
Storage	100.00	31.02
Bonding	720.00	44.00
Gazetting	178.40	178.40
Petition costs	4,892.60	4,892.60
Mileage	82.80	82.80
Photocopying	46.20	46.20
Total	47,197.48	43,864.85

As you can see above, the total expenses I incurred are broadly in line with the total expenses I estimated I would incur when my remuneration was approved.

#### **FURTHER INFORMATION**

An unsecured creditor may, with the permission of the Court, or with the concurrence of 5% in value of the unsecured creditors (including the creditor in question), request further details of the Joint Liquidators' remuneration and expenses within 21 days of their receipt of this report. Any secured creditor may request the same details in the same time limit.



An unsecured creditor may, with the permission of the Court, or with the concurrence of 10% in value of the unsecured creditors (including the creditor in question), apply to Court to challenge the amount of remuneration charged by the Joint Liquidators as being excessive, and/or the basis of the Joint Liquidators' remuneration, and/or the amount of the expenses incurred as being excessive, within 8 weeks of their receipt of this report. Any secured creditor may make a similar application to court within the same time limit.

Antony Batty & Co. Thames Valley uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings. You can find more information on how Antony Batty & Co. Thames Valley uses your personal information on our website at https://www.kwr.antonybatty.com/privacy.

To comply with the Provision of Services Regulations, some general information about Antony Batty & Co. Thames Valley, including information about our complaints policy, Professional Indemnity Insurance and the Insolvency Code of Ethics, can be found at https://www.kwr.antonybatty.com/psr.

#### SUMMARY

The Liquidation will remain open until my claims against the bankrupt director and associated companies have been fully resolved. I am unable to estimate how long this will take however once resolved the Liquidation will be finalised and my files will be closed.

If creditors have any queries regarding the conduct of the Liquidation, or if they want hard copies of any of the documents made available on-line, they should contact Andy Lloyd by email at andy@kwr.antonybatty.com, or by phone on 01235856321.

Lawrence King
Liquidator

28 March 2023



Appendix 1

Receipts and Payments Account

## WeCan Solutions Limited (In Liquidation) Liquidator's Summary of Receipts & Payments

Statement of Affairs		From 26/02/2022 To 25/02/2023	From 26/02/2021 To 25/02/2023
£		£	£
	HIRE PURCHASE		
80,000.00	Canning Line Assets	NIL	NII
(78,688.00)	Lombard North Central Plc	NIL	NIL
55,000.00	Canning Line Assets	NIL	NII
(87,512.00)	Quantum Funding	NIL	NII
68,000.00	Canning Line Assets	NIL	NII
(66,915.00)	Aldermore Bank Plc	NIL	NII
1.00	Canning Line Assets	NIL	NII
(45,009.00)	PEAC (UK) Limited	NIL	NII
18,000.00	Nitrogen Doser	NIL	NII
(18,000.00)	Societe Generale	NIL	NII
39,000.00	Canning Line Assets	NIL	NII
(74,241.00)	Close Brothers	NIL	NII
49,579.00	Canning Line Assets	NIL	NII
(49,579.00)	Simply Asset Finance	NIL	NII
29,878.00	Fermentation Cylinders	NIL	NIL
(29,878.00)	Arkle Finance	NIL	NIL
,		NIL	NIL
,	ASSET REALISATIONS		
	Plant & Machinery	602.00	602.00
500.00	Fixtures & Fittings	NIL	NIL
Uncertain	Associated Company Debts	NIL	NIL
Uncertain	Book Debts	NIL	NIL
		602.00	602.00
(	COST OF REALISATIONS		
	Agents/Valuers Fees	60.20	60.20
	ŭ	(60.20)	(60.20
ŗ	PREFERENTIAL CREDITORS	,	
(106,038.19)	HM Revenue and Customs - VAT	NIL	NII
(74,402.69)	HM Revenue and Customs - PAYE	NIL	NII
,		NIL	NIL
ŗ	FLOATING CHARGE CREDITORS		
(34,260.00)	Bcrs Meif Gp Limited	NIL	NIL
(33,301.00)	Bcrs Business Loans Limited	NIL	NIL
(,,		NIL	NIL
ļ	UNSECURED CREDITORS		
(424,676.00)	Trade & Expense Creditors	NIL	NII
(28,500.00)	Bounce Back Loan	NIL	NIL
(33,746.00)	Director's Loan Account	NIL	NIL
(20,056.00)	Associated Company Debts	NIL	NII
(200,000.00)	Unsecured Loans	NIL	NIL
(200,000.00)	Shoodarea Edane	NIL	NIL
ı	DISTRIBUTIONS	1412	1112
100.00	Ordinary Shareholders - Par	NIL	NIL
100.00	Grainary Griar Gridiagra T ar	NIL	NIL
		NIL	IVIL
L,064,743.88)		541.80	541.80
	REPRESENTED BY		
·	Vat Receivable		12.04
	Non Interest Bearing Account		650.16
	Vat Payable		(120.40
	tati ayano		(120.40)
			541.80

## Note:

The company was registered for VAT and the receipts and payments are therefore shown net of VAT.



## Appendix 2

A Description of Routine Work Undertaken



#### 1. Administration

This represents the work involved in the routine administrative functions of the case by the office holder and their staff, together with the control and supervision of the work done on the case by the office holder and their managers. It does not give direct financial benefit to the creditors, but has to be undertaken by the office holder to meet their requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow.

- Case planning devising an appropriate strategy for dealing with the case and giving instructions to the staff to undertake the work on the case.
- Maintaining physical/electronic case files.
- Maintaining the case on the practice's electronic case management system and entering data.
- Convening a decision procedure to seek a decision from creditors to approve the officeholders' remuneration.
- Dealing with all routine correspondence and emails relating to the case.
- Maintaining and managing the office holder's estate bank account.
- Maintaining and managing the office holder's cashbook.
- Undertaking regular bank reconciliations of the bank account containing estate funds.
- Reviewing the adequacy of the specific penalty bond on a quarterly basis.
- Undertaking periodic reviews of the progress of the case.
- Overseeing and controlling the work done on the case by case administrators.
- Preparing, reviewing and issuing annual progress reports to creditors and members.
- Filing returns at Companies House.
- Preparing and filing Corporation Tax returns.

#### 2. Creditors

Claims of creditors - the office holder needs to maintain up to date records of the names and addresses of creditors, together with the amounts of their claims as part of the management of the case, and to ensure that notices and reports can be issued to the creditors. The office holder also needs to deal with correspondence and queries received from creditors regarding their claims and dividend prospects as they are received. The office holder is required to undertake this work as part of his statutory functions.

- Dealing with creditor correspondence, emails and telephone conversations regarding their claims.
- Maintaining up to date creditor information on the case management system.

### PROOF OF DEBT – GENERAL FORM

## Rule 14.4 The Insolvency (England and Wales) Rules 2016

## WeCan Solutions Limited - In Creditors' Voluntary Liquidation (CRN: 09271535)

Date of liquidation: 26 February 2021

1	Name of creditor:				
	(If a company, please also provide the company registration number).				
2	Correspondence address of creditor				
	(including any email address)				
3	Claim,	including VAT, as at date of Liquid	dation:	£	
	Less: any payments made after that date in relation to the claim; any deduction for discounts (except a discount for immediate or early settlement) which would have been available but for the insolvency proceedings; and any adjustment as a result of set-off		£		
	Total o	claim, including VAT		£	
4	The amount of any uncapitalised interest that is include in the claim, if any.		£		
5	Particulars of how and when the debt was incurred		ıs		
	(If you need more space, attach a continuation sheet to this form)		inuation		
6	Please provide details of any documents by which debt can be substantiated:				
(Notes - copies need not be supplied unless specifically requested by the office holder)					
7	Particulars and value of any security held and the date it was given:				
8	Signat	ure of creditor or authorised perso	n:		
	NAME, IN BLOCK LETTERS:				
Creditor's reference:					
9	9 Position or relationship with creditor:				
(eg, director, accountant, credit controller etc)					
10 Date of signature					
Admitted to vote for		Ad	mitted for dividend for		
Amoun	Amount (£) Amount		(£)		
Date			Date		
Officeholder Officeho		lder			

#### Notes

- 1. There is no need to attach them now but the office holder may ask you 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.
- 2. This form can be authenticated for submission by email 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.