

In accordance with  
Rule 18.6 of the  
Insolvency (England &  
Wales) Rules 2016.

# AM10

## Notice of administrator's progress report



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

1

Company details

Company number	0	9	4	7	3	9	1	0
Company name in full	Entice Energy Supply Limited							

→ Filling in this form

Please complete in typescript or in bold black capitals.

2

Administrator's name

Full forename(s)	John Dean
Surname	Cullen

3

Administrator's address

Building name/number	2 Sovereign Quay							
Street	Havannah Street							
Post town	Cardiff							
County/Region								
Postcode	C	F	1	0		5	S	F
Country								

4

Administrator's name ❶

Full forename(s)	Rachel Helen
Surname	Lai

❶ Other administrator

Use this section to tell us about another administrator.

5

Administrator's address ❷

Building name/number	2 Sovereign Quay							
Street	Havannah Street							
Post town	Cardiff							
County/Region								
Postcode	C	F	1	0		5	S	F
Country								

❷ Other administrator

Use this section to tell us about another administrator.

AM10

Notice of administrator’s progress report

6

Period of progress report

From date	<div><div>d</div><div>0</div></div>	<div><div>d</div><div>8</div></div>	<div><div>m</div><div>1</div></div>	<div><div>m</div><div>2</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>2</div></div>	
To date	<div><div>d</div><div>0</div></div>	<div><div>d</div><div>7</div></div>	<div><div>m</div><div>0</div></div>	<div><div>m</div><div>6</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>3</div></div>	

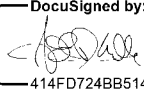
7

Progress report

☒ I attach a copy of the progress report

8

Sign and date

Administrator’s signature	<div>Signature</div> <div><div>X</div><div><div>DocuSigned by:</div><div></div><div>414FD724BB51443...</div></div></div> <div>X</div>								
Signature date	<div><div>d</div><div>3</div></div>	<div><div>d</div><div>0</div></div>	<div><div>m</div><div>0</div></div>	<div><div>m</div><div>6</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>0</div></div>	<div><div>y</div><div>2</div></div>	<div><div>y</div><div>3</div></div>	

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 Penny Elvin

Company name Menzies LLP

Address 5th Floor Hodge House

114-116 St Mary Street

Post town Cardiff

County/Region

Postcode

C F 1 0 1 D Y

Country

DX

Telephone

029 2049 5444

**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)**

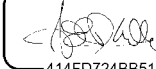
**Entice Energy Supply Limited t/a Entice Energy**  
**(In Administration)**  
**Joint Administrators' Summary of Receipts & Payments**

Statement of Affairs £		From 08/12/2022 To 07/06/2023 £	From 08/12/2021 To 07/06/2023 £
	<b>ASSET REALISATIONS</b>		
	Bank Interest Gross	32.88	40.00
(49,063.94)	Barclays Bank Plc	NIL	NIL
112,485.85	Cash at Bank	NIL	65,628.08
20,500.80	Collateral	20,000.00	20,000.00
262,500.00	Customer Debit Balances	4,923.75	53,247.40
	Funding from ScottishPower	NIL	33,285.24
NIL	Intangible Assets	NIL	NIL
	Management Chargebacks	11,020.00	129,486.69
Uncertain	Office Furniture & Equipment	NIL	600.00
NIL	Shares & Investments	NIL	NIL
162,000.00	Smart Debit Receipts	NIL	162,230.31
NIL	VAT Refund	NIL	NIL
		35,976.63	464,517.72
	<b>COST OF REALISATIONS</b>		
	Accountancy Fees	NIL	1,050.00
	Agents/Valuers Fees	NIL	2,307.00
	Bank Charges	NIL	75.00
	Billing Consultant	NIL	25,551.67
	Billing Systems	21,000.00	170,348.51
	Debt Collection Costs	590.86	6,221.66
	ERA/Pension Agent	NIL	12,021.37
	Insurance of Assets	(271.04)	216.16
	IT Licences	NIL	1,789.15
	Joint Administrator's Fees	38,500.00	161,500.00
	Legal Fees	NIL	8,490.00
	Payment Gateway	NIL	1,942.40
	Postage Costs	5,037.21	5,037.21
	Pre-Administration Fees	NIL	13,870.50
	Pre-Administration Legal Fees	NIL	5,174.75
	Specific Bond	NIL	210.00
	Statutory Advertising	NIL	94.05
	Telephone Costs	NIL	385.00
	Wages & Salaries	NIL	20,652.58
		(64,857.03)	(436,937.01)
	<b>PREFERENTIAL CREDITORS</b>		
(1,663.25)	Employees Wages & Holiday Pay	NIL	NIL
		NIL	NIL
	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
(22,093.47)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	<b>FLOATING CHARGE CREDITORS</b>		
(587,457.44)	Floating Charge Creditor	NIL	NIL
		NIL	NIL
	<b>UNSECURED CREDITORS</b>		
(564,000.00)	Customer Credit Balances	NIL	NIL
(18,895.90)	Directors	NIL	NIL
(21,296.68)	Employees	NIL	NIL
(754.49)	HM Revenue and Customs - CT	NIL	NIL
(142,687.51)	InterCompany Creditor	NIL	NIL
(115,000.00)	Loans	NIL	NIL
(152,970.99)	Trade & Expense Creditors	NIL	NIL
		NIL	NIL

Entice Energy Supply Limited t/a Entice Energy  
(In Administration)  
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 08/12/2022 To 07/06/2023 £	From 08/12/2021 To 07/06/2023 £
(100.00)	DISTRIBUTIONS Ordinary Shareholders	NIL NIL	NIL NIL
(1,118,497.02)		(28,880.40)	27,580.71
	REPRESENTED BY		
	Barclays Bank		24,992.23
	Vat Control Account		1,370.70
	VAT Payable		(93.43)
	VAT Receivable		1,311.21
			27,580.71

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John Dean Cullen  
Joint Administrator

ENTICE ENERGY SUPPLY LIMITED T/A ENTICE ENERGY - **IN ADMINISTRATION (“THE COMPANY”)**

HIGH COURT OF JUSTICE, BUSINESS AND PROPERTY COURTS IN BIRMINGHAM, INSOLVENCY  
AND COMPANIES LIST

000384 of 2021

**JOINT ADMINISTRATORS’ SIX MONTH PROGRESS REPORT TO CREDITORS**

FOR THE PERIOD 8 DECEMBER 2022 TO 7 JUNE 2023

DATED: 30 JUNE 2023

**Joint Administrators' names:** John Dean Cullen and Rachel Helen Lai

**Joint Administrators' address:** Menzies LLP, 5th Floor Hodge House, 114-116 St Marys Street,  
Cardiff, CF10 1DY

**Joint Administrators' date of appointment:** 8 December 2021

High Court of Justice, Business and Property Courts in  
Birmingham, Insolvency and Companies List

**Functions of Administrators:** In accordance with Paragraph 100(2) of Schedule B1 of the  
Insolvency Act 1986, the functions of the Joint Administrators  
are being exercised by either of them.

**Appointed by:** The directors of the Company pursuant to Paragraph 22 of  
Schedule B1 of the Insolvency Act 1986.

**Details of any extension to initial period of appointment:** On 5 October 2022 and 24 October 2022, respectively, the  
secured and preferential creditors agreed to extend the  
Administration for a period of 12 months, such that the  
Administration will now automatically end on 8 December 2023

**Report period to:** 7 June 2023

**Contact details of the Joint Administrators:** Contact: Penny Morris  
Email: PMorris@menzies.co.uk  
Tel: +44 (0) 29 2067 4996

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6. Extension of the Administration
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8. Creditors' rights
9. Further information
10. Concluding Remarks

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3. Joint Administrators' time costs and narrative of work undertaken
4. Joint Administrators' comparison of revised fee estimate, and actual time costs incurred
5. Joint Administrators' comparison of estimated expenses and actual costs incurred and paid
6. Joint Administrators' Proposals
7. Proof of debt form

## GLOSSARY OF TERMS

ENTICE ENERGY SUPPLY LIMITED t/a Entice Energy t/a Entice Energy	"the Company"
The Insolvency Act 1986	"the Act"
Schedule B1 of the Insolvency Act 1986	"the Schedule"
The Insolvency (England & Wales) Rules 2016 (as amended)	"the Rules"



## 1 INTRODUCTION AND EXECUTIVE SUMMARY

- 1.1 The Company's principal activity was the distribution of gaseous fuels through mains. The Company traded as a domestic gas supplier in the energy market, operating under a Gas Supply Licence granted by the Gas and Electricity Markets Authority ("Ofgem") under Section 7A(1)(a) of the Gas Act 1986. It was a retail utility, supplying gas to approximately 4,000 domestic customers. The Company's subsidiary company, Simply Your Energy Limited ("SYEL"), supplied its customers with electricity. The Company and SYEL traded jointly as "Entice Energy".
- 1.2 In November 2021, the Director of the Company concluded that it would be in the best interests of the Company and its creditors to cease trading and notify Ofgem of this decision. Ofgem, under the Energy Act 2004, has the ability to (a) revoke the licence of an energy supplier that is insolvent and (ii) direct any gas and electricity supply licensee to take over responsibility for supplying energy to a failed supplier's customers. Ofgem were notified on 22 November 2021 and an application was made by Ofgem to the High Court of Justice shortly thereafter. The High Court of Justice declared the Company to be insolvent, that the supply licences should be revoked by Ofgem and a Supplier of Last Resort ("SoLR") should be appointed. The Company's licences were revoked by Ofgem on 28 November 2021.
- 1.3 Following the revocation of the gas licence on 28 November 2021 by Ofgem and the appointment of ScottishPower as the SoLR on the same date, the Company's gas supply to customers ceased on 27 November 2021.
- 1.4 A Notice of Intention to appoint Administrators was filed on 1 December 2021 and served on Contract Natural Gas Limited ("CNG"), the floating charge creditor, on 2 December 2021. Rachel Helen Lai and I, both of Menzies LLP, were appointed Joint Administrators of the Company on 8 December 2021 following consent received from CNG. The Joint Administrators were appointed by the Board of Directors ("the Board") pursuant to Paragraph 22 of Schedule B1.
- 1.5 In accordance with the Rule 18.2 of the Rules, I now report on the progress made in the Administration during the six months ended 7 June 2023. This report should be read in conjunction with my last two six-month reports dated 6 June 2022 and 6 January 2023.
- 1.6 This report should also be read in conjunction with the Joint Administrators' Statement of Proposals ("the Proposals") dated 27 January 2022. In the Proposals, the Joint Administrators were of the opinion that the objective in accordance with Paragraph 3(1)(b) of the Schedule, (i.e. 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), would be viable.
- 1.7 The Proposals were approved by way of deemed approval on 9 February 2022.
- 1.8 The Joint Administrators remain of the opinion that the stated objective of the Administration will be achieved through the retention of staff and systems required to finalise customer accounts and issue final statements, which in turn has enabled and is anticipated to maximise the collection of the book debts relating to debit balances on customer gas accounts. This will enable a dividend to be paid to the preferential and unsecured creditors under the prescribed part provisions.

1.9 Based on current known information about the Company's financial position, and after taking into account the estimated office holders' fees and expenses, it is anticipated that whilst preferential creditors will be paid in full, floating charge creditors will receive a dividend of approximately 5p in the £. I also anticipate being able to make a distribution out of the prescribed part of the net property of approximately 1p in the £ to ordinary unsecured creditors. I refer you to section 4 below.

1.10 Statutory information about the Company, the Administration and the officeholders is given at Appendix 1.

## 2 PROGRESS AND ASSET REALISATIONS

2.1 The manner in which the affairs of the Company have been managed since the appointment of Joint Administrators and how they will continue to be managed is set out below.

2.2 My receipts and payments account for the period from 8 December 2022 to 7 June 2023, which I have reconciled to the financial records that I am required to maintain, is attached at Appendix 2. All receipts and payments are shown net of VAT.

2.3 The balance of funds amounting to £24,992.23 in the floating charge account are held in an interest - bearing estate bank account.

### Customer debit balances

2.4 As advised in my previous progress reports to creditors, a key asset of the Administration estate is the debtor book relating to unpaid gas charges for any period up until 27 November 2021, being the last date the Company supplied its customers with gas. Following the final billing process undertaken by the Joint Liquidators, the total ledger passed to the debt collection agents, Barratt Smith Brown ("BSB"), totalled £194,102.49 plus VAT across 1,444 customer accounts.

2.5 The collections by BSB in period 8 December 2022 to 7 June 2023 total £4,923.75 plus VAT. As of 7 June 2023, total collections have totalled £53,247.40 plus VAT.

2.6 As advised in my previous report to creditors in this matter, with respect to the volume of debit balance collections to date, while these appear low, I have been advised by BSB that this seems to be a UK-wide problem driven by the cost-of-living crisis, coupled with the increase in the energy price cap coinciding with the SoLR process, resulting in a slow-down of debtor engagement and collections across the board. I am working with BSB in this regard to ensure that collections are maximised through strategy.

2.7 My collections are ongoing and will continue in the Administration. It is currently estimated by BSB that 70% of the ledger relating to customer debit balances will be recovered in full. It is therefore estimated that approximately £136,000 plus VAT will be collected.

### Collateral

2.8 It was agreed with Payments Solutions Limited trading as SmartDebit ("SmartDebit"), the Company's payment processor that facilitated the Company's direct debit receipts, that the collateral held by them would be released in January 2023, subject to any direct debit indemnity claims. During this period, I have received £20,000 by way of released collateral from SmartDebit and this matter has now finalised.

#### Management chargebacks

- 2.9 Management chargebacks have been received into the Administration estate from SYEL during the period in the sum of £11,020. This relates to a 60% apportionment of the trading costs paid from the Administration estate on the basis that while most of the contracts for critical services sat with the Company, including employee contracts, IT infrastructure and billing systems, these costs have been incurred to facilitate the final trading wind-down process for both the Company and SYEL. I believe that this apportionment fairly represents the number of customers of each company and the value derived from each estate from customer debit balances as a result of this final billing process.
- 2.10 The payment of shared costs relating to the Administrations of the Company and SYEL and the apportionment of said costs on this basis was authorised by creditors on 4 March 2022.

#### Bank interest

- 2.11 I have received gross bank interest of £32.88 during the period.

#### Other assets

- 2.12 I am not aware of any other assets owned by the Company. If creditors are aware of any other assets of the Company, please contact me on +44 (0) 29 2067 4996.

### 3 INVESTIGATIONS

- 3.1 Matters that justify further investigation in the circumstances of this appointment have been identified.
- 3.2 During the period to which this report relates, time has been spent reviewing the circumstances around the Administration, particularly in respect of the withdrawal of the hedging agreements, reviewing strategy with regards to my investigations and preparing my investigations file note. I am considering any claims the Company might have against third parties and I intend to seek legal advice in respect of these claims. I continue to collate and review the information required to facilitate my investigations.
- 3.3 I am unable to provide any further detail with regards to my ongoing investigations at this time, as to do so may prejudice a successful outcome. However, I can confirm that my investigations are ongoing.

### 4 LIABILITIES, DIVIDEND PROSPECTS AND ALLOCATION OF COSTS

- 4.1 I will deal with the Company's creditors in order of priority.

#### Secured creditors

- 4.2 CNG has a fixed and floating charge registered against the Company created on 5 February 2020 by way of a debenture. There is understood to be a balance of approximately £587,457.44 owing to CNG from the Company as at the Administration date, although I have not received a claim from CNG in this matter.

4.3 The legislation requires that if the Company has created a floating charge after 15 September 2003, a prescribed part of the Company's net property (i.e. the money that would otherwise be available to the charge holder) should be ring-fenced for distribution to unsecured creditors. In this case, a floating charge was granted by the Company to CNG on 5 February 2020. As the charge was created after 15 September 2003, the prescribed part provisions of the legislation apply. These require that a share of the floating charge assets are reserved for distribution to unsecured creditors as follows:

- 50% of the first £10,000 of the net property; and
- 20% of the remaining net property, up to a maximum of £600,000

#### Preferential creditors

- 4.4 The Company had 8 employees as at the Administration date, including the Director. Of these employees, 1 was made redundant on 10 December 2021. Of the remaining employees, 4 subsequently resigned throughout December 2021 and the Director was made redundant on 31 December 2021. 2 employees were employed by the Company in January 2022 in order to assist with the wind-down and final billing process and 1 of these employees subsequently left the Company on 21 January 2022. The final employee was made redundant on 11 February 2022. Wages of those employees who worked for the Administrators were paid as an expense of the Administration.
- 4.5 Claims from former employees in respect of arrears of wages, up to a maximum of £800 per employee, and accrued holiday pay rank preferentially in that they are paid ahead of floating charge and ordinary unsecured creditors. Where an employee's claim is paid by the Redundancy Payments Service ("RPS"), the RPS have a subrogated preferential claim in the Administration.
- 4.6 The statement of affairs anticipated £1,663.25 in respect of preferential creditors. I have received a preferential claim from the RPS in the sum of £985.40. I will shortly be in a position to pay a preferential dividend in this matter.
- 4.7 The Company owed monies to HM Revenue & Customs ("HMRC") in respect of unpaid VAT and PAYE/NL. Since 1 December 2020, these debts have ranked as secondary preferential claims in the Administration in that they are paid after preferential claims but prior to the floating charge and ordinary unsecured creditors.
- 4.8 The statement of affairs anticipated £22,093.47 in respect of secondary preferential creditors relating to HMRC's claim. A preferential claim totaling £22,033.27 has been received from HMRC in respect of its secondary preferential debts.

#### Non-preferential unsecured creditors

- 4.9 As at the date of my appointment, unsecured creditors were estimated to total £1,015,605.57, including the unsecured claims of the former employees, an amount owing to the Director, an amount owing to HMRC in respect of Corporation Tax, an amount owing to SYEL and contingent consumer amounts owing to customers in respect of the total credit balances on gas accounts as of 27 November 2021.

- 4.10 I have received 20 unsecured claims totalling £703,040.29. This includes an unsecured claim received from HMRC in the sum of £9,667.21. I have not received claims from 34 unsecured creditors, including the Director and SYEL. I have also not received claims from the contingent consumer creditors on the basis that outstanding credit balances have been honoured by ScottishPower as part of the SoLR process. I have, however, received a subrogated claim from ScottishPower in the sum of £514,963.61 in this regard.

#### DIVIDEND PROSPECTS

##### Preferential creditors

- 4.11 Based on the future expected asset realisations in this matter, specifically the customer debit balance collections, it is expected that a dividend will be paid to ordinary and secondary preferential creditors in the sum of 100p in the £.

##### Floating charge creditors

- 4.12 As previously advised, the prescribed part provisions apply. On the basis of realisations to date, together with estimated future realisations, and after taking into account the costs of the Administration to date and the future costs of the Administration, the net property of the Company is estimated to total £41,181, and I estimate that the prescribed part of the net property for unsecured creditors is £11,236.
- 4.13 The floating charge creditor, CNG, is therefore anticipated to be paid in part from the Administration estate.

##### Unsecured creditors

- 4.14 Based on current known information about the Company's financial position and the realisations made to date, and after taking into account the estimated costs of the Administration, it is anticipated that I will be able to make a distribution out of the prescribed part of the net property of approximately 1p in the £ to ordinary unsecured creditors. This may increase as a result of the outcome of my ongoing investigations, however the position in this regard is uncertain at this time and will depend upon whether any recovery action is identified.
- 4.15 If creditors wish to record their claim in the Administration, please complete and return the proof of debt form attached at Appendix 7, together with supporting documentation to me at Menzies LLP, 2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF.

#### 5 **JOINT ADMINISTRATORS' REMUNERATION & EXPENSES**

##### *Joint Administrators' remuneration*

- 5.1 The Joint Administrators' remuneration was fixed by reference to the time properly spent by the Joint Administrators and their staff in attending to matters arising in the Administration, based on a fee estimate of £178,700 plus VAT. An initial fee estimate was included in the Proposals. The fees estimate acts as a cap, and I cannot draw remuneration in excess of that estimate without first seeking approval from the preferential and secured creditors. My fee estimate was approved by the secured and preferential creditors on 4 March 2022.

- 5.2 Following approval from the secured creditor and a decision by correspondence of the preferential creditors, on 31 January 2023, creditors approved my revised fee estimate of £224,913.50 plus VAT.
- 5.3 My total time costs to 7 June 2023 amount to £163,146.15, representing 612.65 of hours work at a blended charge out rate of £266.30 per hour, of which £18,613 was charged in the period since 8 December 2022, at a blended charge out rate of £239.24 per hour. The actual blended charge out rate incurred compares with the estimated blended charge out rate of £293.68 in my revised fees estimate. A schedule of these time costs by work category and staff grade is set out at Appendix 3.
- 5.4 I attach at Appendix 3, a breakdown of my time costs by work category and staff grade, together with a narrative explanation of work done since my last report to creditors.
- 5.5 I have drawn £161,500 plus VAT to 7 June 2023 of which £38,500 plus VAT was drawn in the period since 8 December 2022 and is reflected in my receipts and payments account.
- 5.6 Given the size and technical nature of the Administration, much of the work described in the sections above was undertaken by me, a manager and an assistant manager. Additional assistance was provided by cashiers dealing with banking and statutory duties, and administrators offering various support services. All time spent on administering various duties was charged directly to the case in 6-minute units.
- 5.7 As of 7 June 2023, I do not anticipate that the total time costs I will incur in the Administration will exceed the total estimated remuneration as set out in my revised fee estimate when my remuneration was authorised by the preferential and secured creditors. Please see Appendix 4 which details actual time costs incurred as compared to the revised fees estimate provided to creditors in my report dated 6 January 2023.
- 5.8 I only anticipate needing to seek approval to draw fees in excess of this increased estimate if my additional work leads to further areas of investigation, potential further asset recoveries and any associated action, such as arbitration or legal proceedings, and/or circumstances in the case change again such that I find that it is taking longer than anticipated to undertake the work required to complete the case.
- 5.9 A creditors' guide to fees charged by an Administrator is available via the following link: <http://www.menzies.co.uk/helping-you/business-recovery/fees-guide/>. There are different versions available, please refer to the April 2021 version which you can find under the heading "Appointments made after April 2021". Alternatively, you can obtain a hard copy free of charge by contacting Menzies LLP using the contact details at the end of this report. Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>.

*Professional and sub-contractors' fees, and other expenses*

- 5.10 Appendix 5 provides an explanation of the categories of expenses which may be drawn from the Administration without creditor approval and those which require creditor approval. The secured and preferential creditors approved the payment of shared trading costs when they approved my remuneration.
- 5.11 I have incurred total expenses of £122,881.71 since my appointment as Administrator of which £7,804.18 was incurred in the period since my last report to creditors. I have drawn £122,846.07 to 7 June 2023, of which £15,608.07 was drawn in the period since my last report to creditors.

5.12 The following expenses were incurred in the period since my last progress report:

Details of expense	Amount incurred/ accrued in the reporting period
Category 1 Expenses	
Debt collection costs	£590.86
Billing systems	£18,000.00
Books and records storage	£13.32

5.13 The payment of shared costs relating to the Administrations of the Company and SYEL and the apportionment of said costs on this basis was authorised by creditors on 4 March 2022. These trading costs are made up as follows:

Detail of expense	Amount recharged in the reporting period	SYEL apportionment (60%)	EESL apportionment (40%)
Billing consultant	£226.67	£136.00	£90.67
Billing systems	£18,140	£10,884.00	£7,256.00
Total	£18,366.67	£11,020.00	£7,346.67

There is currently an outstanding amount due to the Company from SYEL in the sum of £1,800 in respect of shared costs relating to billing systems incurred in the period. This will be paid shortly.

5.14 I have used the following agents, professional advisors, and subcontractors in the reporting period:

Professional Advisor	Nature of Work	Fee Arrangement
Incomplex Consultancy Limited	Final billing consultant /billing systems	Time costs
Marsh Restructuring & Recovery Practice	Insurance/bond	Fixed fee based on level of assets
Barratt Smith & Brown Limited	Debt collection agents	10% of realisations
JG Collection Services Limited	Books and records storage	Fixed fee per box per month

5.15 The choice of professionals was based on my perception of their experience and ability to perform this type of work and the complexity and nature of the assignment. I also considered that the basis on which they will charge their fees represented value for money. I have reviewed the charges they have made and am satisfied that they are reasonable in the circumstances of this case.

5.16 BSB, specialist debt collection agents, were engaged to assist with the collection of the outstanding debit balances on customer accounts. BSB charge 10% of realisations.

5.17 As of 7 June 2023, I do not anticipate that the expenses I will incur in this matter will exceed the total expenses I estimated I would incur when my remuneration was authorised by the secured and preferential creditors.

5.18 Based on my knowledge of the case to date, I anticipate being able to draw my time costs and expenses in full. The anticipated return to preferential and unsecured creditors is detailed in section 4 above.

## 6 EXTENSION OF THE ADMINISTRATION

- 6.1 In accordance with Paragraph 76(1) of Schedule B1 of the Act, the appointment of an Administrator shall cease to have effect at the end of the period of one year beginning with the date on which it takes effect.
- 6.2 However, I can confirm that in this matter, steps have been taken to extend the Administration, pursuant to Paragraph 76(2) of Schedule B1 of the Act, to 8 December 2023. This 12-month extension was approved by the secured creditor, CNG, and the preferential creditors, by way of a deemed consent decision procedure on 24 October 2022.

## 7 EXIT ROUTE OF THE ADMINISTRATION

- 7.1 The Proposals provided reasons in respect of the chosen exit route of the Administration. The current position indicates that there will be insufficient funds available to enable a dividend to be declared to unsecured creditors outside of the prescribed part provisions. Accordingly, it is proposed to exit the Administration by dissolution once all matters have been concluded.
- 7.2 Please note that the exit route of the Administration may be subject to change, and should this be the case, I will notify all the relevant parties accordingly.

## 8 CREDITORS' RIGHTS

### *Creditors' right to request information*

- 8.1 Any secured creditor, or an unsecured creditor may, with the support of at least 5% in value of unsecured creditors or with the leave of court, may (in writing) request me to provide additional information regarding remuneration or expenses already supplied within this report. In accordance with Rule 18.9(2) of the Rules, such a request or application for leave must be made within 21 days of receipt of this report.

### *Creditors' right to challenge remuneration and/or expenses*

- 8.2 Any secured creditors, or an unsecured creditor with the support of at least 10% in value of the unsecured creditors or with permission of the court, may apply to court for one or more orders under Rules 18.36(4) or 18.37(4) of the Rules to challenge the amount and/or basis of the Administrator's fees and the amount of any proposed expenses or expenses already incurred. In accordance with Rule 18.34(3) of the Rules, such applications must be made within 8 weeks of receipt of this report.

## 9 FURTHER INFORMATION

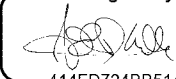
- 9.1 The Joint Administrators are data controllers of personal data as defined by the relevant provisions of the applicable data protection legislation. Menzies LLP will act as a data processor on their instructions. Personal data will be kept secure and processed only for matters relating to the insolvency appointment. Full details of our privacy notice are at the following link:  
<https://www.menzies.co.uk/legal/>.



- 9.2 To comply with the Provision of Services Regulations, some general information about Menzies LLP, including about our complaints policy and Professional Indemnity Insurance, can be found at <https://www.menzies.co.uk/legal/> and <https://www.menzies.co.uk/helping-you/business-recovery/making-a-complaint/>.

10 CONCLUDING REMARKS

- 10.1 The Administration will remain open until I have realised the outstanding assets, finalised my ongoing investigations and distributed the funds in the estate in the prescribed order of priority.
- 10.2 In this regard, I now anticipate the Administration will remain open for at least an additional 6 months. If deemed necessary to finalise matters, the appropriate steps will be taken to extend the automatic end date of 8 December 2023.
- 10.3 If creditors have any queries regarding the conduct of the Administration, or if they want hard copies of any of the documents made available on-line, they should contact Penny Elvin by email at [PElvin@menzies.co.uk](mailto:PElvin@menzies.co.uk), or by phone on +44 (0) 29 2067 4996.

DocuSigned by:  
  
414FD724BB51443...

John Dean Cullen  
Joint Administrator

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

APPENDIX 1  
STATUTORY INFORMATION

Company Information

Company name: Entice Energy Supply Limited

Previous name: N/a

Trading names: Entice Energy

Company number: 09473910

Date of incorporation: 5 March 2015

Trading address: Unit 5, Ransom Hall South, Ransom Wood, Mansfield, NG21 0HJ

Current registered office: 2 Sovereign Quay, Havannah Street, Cardiff, CF10 5SF

Former registered office: Unit 5, Ransom Hall South, Ransom Wood, Mansfield, NG21 0HJ

Principal trading activity: Gaseous supply through mains

Directors:	Name:	Start date:	End date:	Shareholding:
	David Mark Crowe	4 March 2016	N/a	100
	Charlotte Louise Crowe	5 March 2015	1 November 2016	N/a
Company secretary:	N/a	N/a	N/a	N/a

Share capital: The Company's share capital is as follows:

	Per the management accounts as £1 each
Ordinary shares	100
Preferential shares	0
Total shares	<u>100</u>

These shares are held by Mr David Mark Crowe. The beneficial owner is David Mark Crowe.

Charges:	Beneficiary	Type of charge	Date created	Assets secured
	Contract Natural Gas Limited	Debenture – fixed and floating	5 February 2020	All the property or undertaking of the Company

APPENDIX 2

**JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT**

**Appendix 2**  
**Entica Energy Supply Limited t/a Entica Energy**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 08/12/2022 To 07/06/2023	From 08/12/2021 To 07/06/2023
	<b>ASSET REALISATIONS</b>		
NIL	Intangible Assets	NIL	NIL
Uncertain	Office Furniture & Equipment	NIL	600.00
262,500.00	Customer Debt Balances	4,923.75	53,247.40
NIL	Shares & Investments	NIL	NIL
NIL	VAT Refund	NIL	NIL
20,500.80	Collateral	20,000.00	20,000.00
112,485.85	Cash at Bank	NIL	65,628.08
(49,063.94)	Barclays Bank Plc	NIL	NIL
162,000.00	Smart Debit Receipts	NIL	162,230.31
	Bank Interest Gross	32.88	40.00
	Management Chargebacks	11,020.00	129,486.69
	Funding from ScottishPower	NIL	31,285.24
		<u>35,978.63</u>	<u>464,517.72</u>
	<b>COST OF REALISATIONS</b>		
	Specific Bond	NIL	210.00
	Joint Administrator's Fees	38,500.00	161,500.00
	Pre Administration Fees	NIL	13,870.50
	Agents/Valuers Fees	NIL	2,307.00
	Accountancy Fees	NIL	1,050.00
	Legal Fees	NIL	8,490.00
	Pre Administration Legal Fees	NIL	5,174.75
	Debt Collection Costs	590.88	6,221.66
	Payment Gateway	NIL	1,942.40
	ERA/Pension Agent	NIL	12,021.37
	Telephone Costs	NIL	385.00
	IT Licences	NIL	1,789.15
	Billing Systems	21,000.00	170,348.51
	Billing Consultant	NIL	25,551.67
	Postage Costs	5,037.21	5,037.21
	Statutory Advertising	NIL	94.05
	Insurance of Assets	(271.04)	216.16
	Wages & Salaries	NIL	20,652.58
	Bank Charges	NIL	75.00
		<u>(64,857.03)</u>	<u>(436,937.01)</u>
	<b>PREFERENTIAL CREDITORS</b>		
(1,663.25)	Employees Wages & Holiday Pay	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>SECONDARY PREFERENTIAL CREDITORS</b>		
(22,093.47)	HM Revenue & Customs	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>FLOATING CHARGE CREDITORS</b>		
(587,457.44)	Floating Charge Creditor	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	<b>UNSECURED CREDITORS</b>		
(152,970.99)	Trade & Expense Creditors	NIL	NIL
(21,296.68)	Employees	NIL	NIL

**Appendix 2**  
**Entica Energy Supply Limited t/a Entica Energy**  
**(In Administration)**  
**Joint Administrators' Abstract of Receipts & Payments**

Statement of Affairs		From 08/12/2022 To 07/06/2023	From 08/12/2022 To 07/06/2023
(18,895.90)	Directors	NIL	NIL
(754.49)	HM Revenue and Customs CT	NIL	NIL
(564,000.00)	Customer Credit Balances	NIL	NIL
(142,687.51)	InterCompany Creditor	NIL	NIL
(115,000.00)	Loans	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(1,116,497.02)</u>		<u>(28,880.40)</u>	<u>27,680.71</u>
	REPRESENTED BY		
	VAT Receivable		1,311.21
	Barclays Bank		24,992.23
	VAT Payable		(93.43)
	Vat Control Account		1,370.70
			<u>27,680.71</u>

## APPENDIX 3

### **JOINT ADMINISTRATORS' TIME COSTS**

## ENTICE ENERGY SUPPLY LIMITED T/A ENTICE ENERGY - IN ADMINISTRATION

## APPENDIX 3

## TIME CHARGE OUT SUMMARY FOR THE PERIOD FROM 8 DECEMBER 2022 TO 7 JUNE 2023

Classification of Work Function	HOURS					Total Hours	Time Costs £	Blended Hourly Rate £
	Partner/ Director	Manager	Senior	Administrator	Support			
Time costs brought forward from 07/12/2022						534.85	144,533.15	270.23
Administration & Planning								
General administration & reporting	1.80	14.40	-	-	2.10	18.30	5,550.00	303.28
Case strategy & planning	0.40	1.20	-	-	1.00	2.60	705.00	271.15
Cashiering & accounting	2.10	6.60	-	12.30	1.80	22.80	5,731.00	251.36
						43.70	11,986.00	274.28
Realisation of Assets								
Customer debit balances	-	1.90	-	-	-	1.90	594.00	312.63
Other assets	-	0.90	-	-	-	0.90	290.00	322.22
						2.80	884.00	315.71
Creditors								
Claims & distributions	-	2.50	1.10	-	0.20	3.80	1,131.00	297.63
Employee claims	-	1.70	-	0.70	-	2.40	627.00	261.25
						6.20	1,758.00	283.55
Investigations								
General	0.30	0.70	-	24.10	-	25.10	3,985.00	158.76
						25.10	3,985.00	158.76
Trading								
SoLR & final billing process	-	-	-	-	-	-	-	-
Employees	-	-	-	-	-	-	-	-
						-	-	-
Total Hours	4.60	29.90	1.10	37.10	5.10	77.80		
Total Costs	2,393.00	9,200.00	297.00	6,149.00	574.00		18,613.00	239.24
Totals Carried Forward						612.65	163,146.15	266.30
Fees Drawn for Period Ended:								
8 December 2021 to 7 June 2022							50,000.00	
8 June 2022 to 7 December 2022							73,000.00	
8 December 2022 to 7 June 2023							38,500.00	
Total Fees Drawn to Date:							161,500.00	
Balance of Time Costs Accrued but Unpaid							1,646.15	

## CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

	From 1 June 2022 £ per hour	1 Oct 2021 to 31 May 2022 £ per hour
Partner/Director	500-580	450-525
Manager	300-450	270-400
Senior	270-280	240-250
Administrator	150-220	135-200
Support Staff	120	105

Note 1 There may have been a number of promotions through the various grades during the period of the administration.  
Note 2 Overhead costs are reflected in the charge out rates detailed.  
Note 3 The charge-out rate of the Insolvency Practitioners for this assignment are currently £530 and £500 per hour, and the assistant manager is £300 per hour.  
Note 4 Time is recorded in minimum units of 6 minutes.

## **JOINT ADMINISTRATORS' NARRATIVE OF WORK UNDERTAKEN IN THE PERIOD 8 DECEMBER 2022 TO 7 JUNE 2023**

A description of the work undertaken since my last report to creditors is as follows:

### **Administration & planning**

This represents the work that is involved in the routine administrative functions of the case by myself and my staff, together with the control and supervision of the work done on the case by myself and my managers. It does not give direct financial benefit to the creditors but has to be undertaken to meet my requirements under the insolvency legislation and the Statements of Insolvency Practice, which set out required practice that office holders must follow. It is also required for the efficient running of the case and, without which, other aspects of the case which do provide a quantifiable benefit to creditors would be less efficient.

### **General administration and reporting**

This includes the time spent reporting to creditors following the second six-month anniversary of the Administration, to report on the progress made over the period and report on the dividend prospects for each class of creditor. This also includes the time spent dealing with the revised fee estimate and convening a decision of the preferential creditors and seeking consent from the secured creditor.

### **Strategy planning & control**

The time spent in this regard can be attributed to maintaining electronic case files, reviewing files, strategic case planning and routine case administration. This includes strategy meetings between myself and my team to ensure the efficient conduct of the Administration and have been necessary given the complexity of the case and conducting six monthly reviews of the case.

### **Cashiering & accounting**

This includes the maintenance of the Administration bank account and cashbook, lodging receipts, preparing and processing invoices for payment, reconciling bank accounts, and producing receipts and payments accounts. This will also include the time spent setting up and reviewing the adequacy of the specific penalty bond.

Time has been spent preparing VAT returns during this period and accounting for VAT payable arising from the issuing of final statements to customers.

I have also spent time dealing with the apportionment of the trading costs across the administration estates of the Company and SYEL and arranging for a payment to be made to the Company in respect of the management chargeback.

### **Asset Realisations**

This is the work that has been undertaken to protect and then realise the known assets in the case. Net asset realisations provide the financial benefit to creditors and their quantum directly contributes to any dividend ultimately available to creditors.



### Collateral

Time incurred in this matter to date includes the time spent liaising with SmartDebit regarding the remittance of the collateral held to the estate. This matter has now finalised.

### Customer debit balances

During this period, time has been spent by me and my staff liaising with BSB in respect of the ongoing collection of customer debit balances. I have liaised with customers who have contacted me directly in respect of the amounts owing on their accounts and I have passed queries onto BSB as appropriate.

I have dealt with monthly remittances from BSB and I have reviewed the collection reports as and when received from BSB. I have liaised with BSB in respect of the proposed strategy for increasing collections, given the current economic climate and cost of living crisis. I have also taken advice from my billing consultant, being an expert in the energy industry.

### Creditors

#### Claims and distribution

Time spent in this category includes dealing with routine correspondence and queries and taking telephone calls from creditors. This also includes maintaining creditor information on the electronic case management files and noting creditor claims as and when received.

Time has also been spent liaising with the secured creditor, CNG, in respect of the revised fee estimate.

I have also dealt with several ad-hoc employee matters, including dealing with a PAYE demand received from HMRC and also a reference request in respect of a former employee of the Company.

### Investigations

Complying with statutory requirements will not necessarily produce a financial benefit to creditors but may identify potential avenues which could lead to a recovery for the benefit of creditors.

### General

During this period time has been spent collating and reviewing information in respect of my ongoing investigations and determining whether the Company has any claims which might result in further recovery for creditors. My investigations in this regard are ongoing and are confidential.

APPENDIX 4

**JOINT ADMINISTRATORS' COMPARISON OF REVISED FEE ESTIMATE, AND ACTUAL TIME COSTS  
INCURRED**

## ENTICE ENERGY SUPPLY LIMITED T/A ENTICE ENERGY - IN ADMINISTRATION

## APPENDIX 4

## REVISED FEE ESTIMATE COMPARISON AGAINST TIME COSTS INCURRED

Classification of Work Function	Revised Fee Estimate			Actual - 08.12.21 to 07.06.23		
	Total Hours	Total Time Costs	Blended Hourly Rate	Total Hours	Total Time Costs	Blended Hourly Rate
		£	£		£	£
Administration & Planning	296.45	86,982.15	293.41	260.15	73,868.15	283.94
Realisation of Assets	89.10	27,772.00	311.69	46.90	13,556.00	289.04
Creditors	79.30	26,298.50	331.63	34.50	10,676.50	309.46
Investigations	91.10	30,330.00	332.93	61.20	11,515.00	188.15
Trading	212.90	54,430.50	255.66	209.90	53,530.50	255.03
Total Hours	765.85			612.65		
Total Time Costs		224,913.15			163,146.15	
Blended Hourly Rate			293.68			266.30
Total Fees Drawn to date					161,500.00	
Balance of Time Costs Accrued but Unpaid					1,646.15	

## CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS

	From 1 June 2022	1 Oct 2021 to 31 May 2022
	£ per hour	£ per hour
Partner/Director	500-580	450-525
Manager	300-450	270-400
Senior	270-280	240-250
Administrator	150-220	135-200
Support Staff	120	105
Note 1	There may have been a number of promotions through the various grades during the period of the administration.	
Note 2	Overhead costs are reflected in the charge out rates detailed.	
Note 3	The charge-out rate of the Insolvency Practitioners for this assignment are currently £500 and £530 per hour, and the administrator is £300 per hour	
Note 4	Time is recorded in minimum units of 6 minutes.	

APPENDIX 5

**JOINT ADMINISTRATORS'** COMPARISON OF ESTIMATED EXPENSES AND ACTUAL COSTS  
INCURRED AND PAID

Details of Expense	Estimated amount	Incurred/Accrued in the period	Incurred/Accrued to date	Paid in the period	Paid to date
	£	£	£	£	£
<u>Category 1 Expenses</u>					
Statutory advertising - various notices relating to the company have to be placed in the London Gazette.	312.00	0.00	94.05	0.00	94.05
Specific penalty bonding - this is insurance required by statute that every officeholder has to obtain for the protection of each estate, with the premium being based on the value of the Company's assets.	210.00	0.00	210.00	0.00	210.00
Bank charges.	60.00	0.00	75.00	0.00	75.00
Insurance of assets - it was necessary to insure the Company's assets prior to their sale.	300.00	0.00	216.16	0.00	216.16
Postage Costs	0.00	0.00	5,037.21	5,037.21	5,037.21
<u>Professional and Sub-Contractors' Fees</u>					
ERA Agent - Clumber Consultancy Limited were instructed to deal with the ERA work and to deal with the occupational pension scheme.	9,575.00	0.00	12,021.37	0.00	12,012.37
Agent/Valuer - LSH were engaged value and advise on strategy for the tangible assets, secure and deal with IT equipment and collect the books and records.	2,399.00	0.00	2,307.00	0.00	2,307.00
Solicitors - SHMA were engaged to advise on various matters arising in the Administration.	25,000.00	0.00	7,490.00	0.00	7,490.00
Counsel - Counsel were instructed to advise on the customer position as creditors of the estate in the SoLR.	1,000.00	0.00	1,000.00	0.00	1,000.00
Listing and storage of books and records - An agent was instructed to list and store books and records of the Company throughout the period of the Administration and for one year following the dissolution of the Company.	500.00	13.32	26.64	0.00	0.00
Debt collection costs - BSB have been engaged to collect customer debit balances.	52,500.00	590.86	6,221.66	590.86	6,221.66
<u>Trading costs</u>					
Trading costs as apportioned between the Company and SYEL - see table in the body of this report.	58,972.00	7,200.00	88,182.62	9,980.00	88,182.62
Totals	150,828.00	7,804.18	122,881.71	15,608.07	122,846.07

## 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. The term expenses also includes disbursements which are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

### Category 1 Expenses

Specific expenditure relating to the administration of the insolvent estate and payable to a person or persons who are not associates of the office holder is recoverable without creditor approval. Such expenditure is made if funds are available from the insolvent estate. If funds are not available, then payment is made from this firm's office account and reimbursed from the estate should funds become available.

Category 1 expenses will generally comprise external supplies of incidental services specifically identifiable to the case. Typical items include legal fees, agents' fees, sub-contractors' fees, statutory advertising, insurance of assets, search fees, specific penalty bonding, invoiced travel and properly reimbursed expenses incurred by personnel in connection with the case.

### Category 2 Expenses

These are expenses that are directly referable to the administration of the insolvent estate and are made to associates of the officeholder or have an element of shared costs.

Category 2 Expenses require creditor approval.

Menzies LLP do not as a matter of policy seek approval of, or claim any, Category 2 expenses other than those which are paid to associates of the office holder.

## APPENDIX 6

### JOINT ADMINISTRATORS' PROPOSALS

It was proposed to creditors, in the Proposals report issued on 27 January 2022, that (in addition to the specific itemised proposals below, the Proposals report in its entirety constitutes our proposals):

- (a) I will continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular, I will:
  - (i) Continue to prepare and issue final customer bills, reconcile payments received from customers and collect any debit balances on pre-SoLR and SoLR customer accounts as at 27 November 2021. I will continue to liaise with ScottishPower accordingly.
  - (ii) Realise the remaining assets of the Company and make distributions to creditors in the prescribed order of priority as and when funds permit.
  - (iii) Investigate and, if appropriate, pursue any claims that the Company may have against any person, firm or Company whether in contract or otherwise, including any officer or former officer of the Company or any person, firm or Company which supplies or has supplied goods or services to the Company; and
  - (iv) Do all such things and generally exercise all our powers as Joint Administrators that I consider desirable or expedient at our discretion in order to achieve the purpose of the Administration or protect and preserve the assets of the Company or maximise the realisations of those assets, or of any purpose incidental to these proposals.
- (b) The Administration will end by the Joint Administrators filing notice of the move from Administration to dissolution with the Registrar of Companies. The Company will then automatically be dissolved by the Registrar three months after the notice is registered.
- (c) Alternatively, if having realised the Company's assets the Joint Administrators are of the opinion that a distribution will be made to unsecured creditors other than out of the prescribed part, it is proposed that the Company exits Administration by being placed into a Creditors' Voluntary Liquidation. In these circumstances, it is proposed that Rachel Helen Lai and I will be appointed Joint Liquidators of the Company and that I be authorised to act either jointly or separately in undertaking our duties as Liquidators. Creditors may, before the proposals are approved, nominate a different person(s) as the proposed Liquidator(s).

## APPENDIX 7

### PROOF OF DEBT FORM



<p style="text-align: center;">under rule 14.4 The Insolvency (England and Wales) Rules 2016 Entice Energy Supply Limited t/a Entice Energy- <b>In Administration ("the Company")</b></p>		
<p style="text-align: center;">Company registration number: 09473910 Date of Administration: 8 December 2021</p>		
1.	Name of creditor	
2.	Address of creditor for correspondence.	
3.	If the creditor is a company, provide company registration number.	
4.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation.	
5.	If amount in 4 above includes outstanding uncapitalised interest please state amount.	£
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).	
7.	Particulars of any security held, the value of the security, and the date it was given.	
8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
9.	Details of any documents by reference to which the debt can be substantiated. (Note 1).	
10.	<p>Signature of creditor or person authorised to act on creditor's behalf</p> <p>_____</p> <p>Date: _____</p>	
	<p>Name in BLOCK LETTERS</p> <p>_____</p>	
	<p>Position with, or relation to, creditor (e.g. director)</p> <p>_____</p>	

	Address of person signing (if different from 2 above)	
Admitted to vote for	Admitted for dividend for	
£	£	
Date	Date	
Administrator	Administrator	

## 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.

