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

# $\begin{array}{l} AM10 \\ \text{Notice of administrator's progress report} \end{array}$



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

1	Company details				
Company number	0 9 4 7 3 9 1 0	→ Filling in this form Please complete in typescript or in			
Company name in ful	Entice Energy Supply Limited	bold black capitals.			
2	Administrator's name				
Full forename(s)	John Dean				
Surname	Cullen				
3	Administrator's address				
Building name/numbe	er Menzies LLP				
Street	5th Floor, Hodge House				
Post town	114-116 St Mary Street				
County/Region	Cardiff				
Postcode	C F 1 0 1 D Y				
Country					
4	Administrator's name •				
Full forename(s)	Rachel Helen	Other administrator Use this section to tell us about			
Surname	Lai	another administrator.			
5	Administrator's address @				
Building name/numbe	er Menzies LLP	<b>②</b> Other administrator			
Street	5th Floor, Hodge House	Use this section to tell us about another administrator.			
Post town	114-116 St Mary Street				
County/Region	Cardiff				
Postcode	C F 1 0 1 D Y				
 Country					

### AM10

Notice of administrator's progress report

6	Period of progress report
From date	0 8 0 6 y y y 3
To date	T   T   T   T   T   T   T   T   T   T
7	Progress report
	☑ I attach a copy of the progress report
8	Sign and date
Administrator's signature	Signature  DocuSigned by:  414FD724BB51443
Signature date	$\begin{bmatrix} \frac{d}{2} & 0 & 0 \\ 0 & 1 & 2 \end{bmatrix} \begin{bmatrix} \frac{y}{2} & \frac{y}{2} & \frac{y}{3} \\ 0 & 2 & 3 \end{bmatrix}$

### 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 Morris
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.

### 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

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

Statement of Affairs £		From 08/06/2023 To 07/12/2023 £	From 08/12/2021 To 07/12/2023 £
	ASSET REALISATIONS		
	Bank Interest Gross	192.19	232.19
(49,063.94)	Barclays Bank Plc	NIL	NIL
112,485.85	Cash at Bank	NIL	65,628.08
20,500.80	Collateral	NIL	20,000.00
262,500.00	Customer Debit Balances	29,201.38	82,448.78
	Funding from ScottishPower	NIL	33,285.24
	Funds Returned from Client Account	46.20	46.20
NIL	Intangible Assets	NIL	NIL
	Management Chargebacks - SYEL	7,288.47	136,775.16
Uncertain	Office Furniture & Equipment	NIL	600.00
NIL	Shares & Investments	NIL	NIL 100 000 01
162,000.00	Smart Debit Receipts	NIL	162,230.31
NIL	VAT Refund	NIL 26 709 04	NIL 501 245 06
	COST OF REALISATIONS	36,728.24	501,245.96
	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	6,147.45	176,495.96
	Debt Collection Costs	90.34	6,312.00
	ERA/Pension Agent	NIL	12,021.37
	Insurance of Assets	NIL	216.16
	IT Licences	NIL	1,789.15
	Joint Administrator's Fees	27,000.00	188,500.00
	Legal Fees	2,545.00	11,035.00
	Payment Gateway	NIL	1,942.40
	Postage Costs	NIL	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
		(35,782.79)	(472,719.80)
	PREFERENTIAL CREDITORS		
(1,663.25)	Employees Wages & Holiday Pay	NIL NIL	NIL
		NIL	NIL
(00.000.4=)	SECONDARY PREFERENTIAL CREDITORS		<b>.</b>
(22,093.47)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
(507.457.44)	FLOATING CHARGE CREDITORS	NIII	KIII
(587,457.44)	Floating Charge Creditor	NIL	NIL NII
	UNSECURED CREDITORS	NIL	NIL
(564,000.00)	Customer Credit Balances	NIL	NIL
(18,895.90)	Directors	NIL	NIL
(21,296.68)	Employees	NIL NIL	NIL
(754.49)	HM Revenue and Customs - CT	NIL	NIL
(142,687.51)	InterCompany Creditor	NIL	NIL
(115,000.00)	Loans	NIL	NIL
(110,000.00)	Louis	INIL	INIL

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

From 08/12/2021 To 07/12/2023	From 08/06/2023 To 07/12/2023		Statement of Affairs
£	£		£
NIL	NIL	Trade & Expense Creditors	(152,970.99)
NIL	NIL	·	,
		DISTRIBUTIONS	
NIL	NIL	Ordinary Shareholders	(100.00)
NIL	NIL	·	,
28,526.16	945.45	DEDDEGENTED DV	1,118,497.02)
23,817.16		REPRESENTED BY Barclays Bank	
2,709.00		Vat Control Account	
2,000.00		VAT Receivable	
28,526.16			
DocuSigned			
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

NUMBER 000384 OF 2021

### JOINT ADMINISTRATORS' SIX MONTH PROGRESS REPORT TO CREDITORS

FOR THE PERIOD 8 JUNE 2023 TO 7 DECEMBER 2023

DATED: 20 DECEMBER 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 to 8 December 2023

On 10 November 2023, the Court made an Order that the Administration be further extended until midnight on 8 December

2024

Report period to: 7 December 2023

Contact details of the Joint

Administrators:

Contact: Penny Morris

Email: PMorris@menzies.co.uk Tel: +44 (0) 29 2067 4996

### **CONTENTS**

- 1. Introduction and executive summary
- 2. Progress and asset realisations
- 3. Investigations
- 4. Liabilities and dividend prospects
- 5. Joint Administrators' remuneration and expenses
- 6. Extension of the Administration
- 7. Exit route from the Administration
- 8. Creditors' rights
- 9. Further information
- 10. Concluding Remarks

### **APPENDICES**

- 1. Statutory Information
- 2. Joint Administrators' receipts and payments account
- 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 December 2023. This report should be read in conjunction with my last three six-month reports dated 6 July 2022, 6 January 2023 and 30 June 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 creditors 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 4p 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 / 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 June 2023 to 7 December 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 £23,817.16 in the floating charge account is held in an interest-bearing estate bank account.
  - Customer debit balances
- As advised in my previous reports, 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 in period 8 June 2023 to 7 December 2023 total £29,201.38 plus VAT. This includes payments made directly into the Company's trading bank account and remitted to the estate during the period. A sum of £21,924.62 was remitted from the bank in this period.
- During the period, I also received a remittance from Lupton Fawcett Law ("LF"), one of the Company's pre-Liquidation debt collection agents, relating to several balances outstanding on their client account that related to funds recovered from previous customers of the Company. The total amount collected by LF in this regard was £6,644.10, subject to commission.
- 2.7 As of 7 June 2023, collections have totalled £82,448.78 plus VAT. This includes the collections from BSB, the collections from LF, payments made by customers directly to my offices via cheque and payments made by customers into the Company's trading bank account.
- 2.8 In October 2023, I instructed Shakespeare Martineau LLP's ("SHMA") debt recovery team to take over the book debt collections from BSB on a pre-legal but also litigation basis. Time has therefore been spent dealing with the handover of files from BSB to SHMA and liaising with SHMA with regards to collections strategy. SHMA have commenced their collections in this regard, although I have not yet received a collections report from them.
- 2.9 These collections are ongoing and will continue throughout the Administration.

### Management chargebacks

- 2.10 Management chargebacks have been received into the Administration estate from SYEL during the period in the sum of £7,288.47. 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.
- 2.11 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.

Funds returned from client account

2.12 During the period to which this report relates, a balance of £46.20 has been received from LF in respect of outstanding money that was held on the client account from disbursement payments etc.

Bank interest

2.13 I have received gross bank interest of £192.19 during the period.

Other assets

- 2.14 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 further 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 am taking legal advice in respect of these claims. I continue to collate and review the information required to facilitate my investigations and review the books and records of the Company. I am also seeking Counsel's opinion in respect of any claims the Company might have. This is ongoing.
- 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/NI. 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 £703,204.19. This includes an unsecured claim received from HMRC in the sum of £9,667.21. I have not received claims from 33 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 £35,854, and I estimate that the prescribed part of the net property for unsecured creditors is £10,171.
- 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, 5<sup>th</sup> Floor Hodge House, 114-116 St Mary Street, Cardiff, CF10 1DY.

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 December 2023 amount to £193,561.00, representing 735.52 hours work at a blended charge out rate of £263.16 per hour, of which £30,415.00 was charged in the period since 8 June 2023, at a blended charge out rate of £247.54 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.
- 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 £188,500 plus VAT to 7 December 2023 of which £27,000 was drawn in the period since 8 June 2023 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, an assistant manager and an administrator. 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 at 7 December 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.
- 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.
- A creditors' guide to fees charged by an Administrator is available via the following link: <a href="http://www.menzies.co.uk/helping-you/business-recovery/fees-guide/">http://www.menzies.co.uk/helping-you/business-recovery/fees-guide/</a>. 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 <a href="http://www.creditorinsolvencyguide.co.uk/">http://www.creditorinsolvencyguide.co.uk/</a>.

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 £129,494.45 since my appointment as Administrator of which £5,107.64 was incurred in the period since my last report to creditors. I have drawn £129,445.49 to 7 June 2023, of which £5,094.32 was drawn in the period since my last report to creditors. Please note that these figures are net of the recharge from SYEL.
- 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	£90.34
Billing systems	£2,458.98 (net of the recharge
	from SYEL)
Books and records storage	£13.32
Legal fees	£2,545.00

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 paid by	SYEL	EESL
	EESL	apportionment	apportionment
		(60%)	(40%)
Billing systems	£12,147.45	£7,288.47	£4,858.98
Total	£12,147.45	£7,288.47	£4,858.98

This includes two invoices that were incurred and paid in the prior reporting period, totalling £6,000 and three invoices incurred and paid in the current reporting period totalling £6,147.45. As such, £7,288.47 has been paid by SYEL into the estate in respect of these costs during the period. In total, £136,775.16 has been paid by SYEL into the estate in the Administration in respect of the total trading costs incurred.

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
Barratt Smith & Brown Limited	Debt collection agents	10% of realisations
JG Collection Services Limited	Books and records storage	Fixed fee per box per month
Shakespeare Martineau LLP	Solicitors	Time costs
Shakespeare Martineau LLP	Debt collection agents	25% of realisations

- 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 charged 10% of realisations. In the period, SHMA have been instructed to take over collections from BSB. SHMA charge 25% of pre-Legal realisations.
- 5.17 As of 7 December 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 Steps were 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.
- 6.3 Steps were taken to further extend the Administration and an application to Court was made. On 10 November 2023, the Court made an Order that the Administration be further extended to midnight on 8 December 2024.

### 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

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: <a href="https://www.menzies.co.uk/legal/">https://www.menzies.co.uk/legal/</a>.
- 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 <a href="https://www.menzies.co.uk/legal/">https://www.menzies.co.uk/legal/</a> and <a href="https://www.menzies.co.uk/helping-you/business-recovery/making-a-complaint/">https://www.menzies.co.uk/helping-you/business-recovery/making-a-complaint/</a>.

### 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 I now anticipate the Administration will remain open for at least an additional 6-12 months. If deemed necessary to finalise matters, the appropriate steps will be taken to extend the automatic end date of 8 December 2024.
- 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 Morris by email at PMorris@menzies.co.uk, or by phone on +44 (0) 29 2067 4996.

DocuSigned by:

John Dean Cullen
Joint Administrator

414FD724BB51443

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.

### 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 5 March 2015 1 November 2016 N/a

Crowe

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 100

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 Debenture – fixed 5 February 2020 All the property or

Natural Gas and floating undertaking of the

Limited Company

JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT

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

of Affairs		From 08/06/2023 To 07/12/2023	From 08/12/2021 To 07/12/2023
	ASSET REALISATIONS		
NIL	Intangible Assets	NIL	NIL
Uncertain	Office Furniture & Equipment	NIL	600.00
262.500.00	Customer Debit Balances	29.201.38	82.448.78
NIL	Shares & Investments	NIL	NIL
NIL	VAT Refund	NIL	NIL
20,500,80	Collateral	NIL	20,000.00
112.485.85	Cash at Bank	NIL	65,628,08
(49,063.94)	Barclays Bank Pic	NIL	NIL
162,000.00	Smart Debit Receipts	NIL	162,230.31
,	Bank Interest Gross	192.19	232.19
	Management Chargebacks - SYEL	7.288.47	136,775.16
	Funding from ScottishPower	NIL	33,285,24
	Funds Returned from Client Account	46.20	46.20
		36,728.24	501,245.96
	COST OF REALISATIONS		
	Specific Bond	NIL	210.00
	Joint Administrator's Fees	27,000.00	188,500.00
	Pre-Administration Fees	NIL	13,870.50
	Agents/Valuers Fees	NIL	2,307.00
	Accountancy Fees	NIL	1,050.00
	Legal Fees	2,545.00	11,035.00
	Pre-Administration Legal Fees	NIL	5,174.75
	Debt Collection Costs	90.34	6,312.00
	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	6,147.45	176,495.96
	Billing Consultant	NIL	25.551.67
	Postage Costs	NIL	5,037.21
	Statutory Advertising	NIL	94.05
	Insurance of Assets	NIL	216.16
	Wages & Salaries	NIL	20.652.58
	Bank Charges	NIL	75.00
	2	(35,782.79)	(472,719.80)
	PREFERENTIAL CREDITORS		
(1,663.25)	Employees Wages & Holiday Pay	NIL	NIL
		NIL	NIL
	SECONDARY PREFERENTIAL CREDITORS		
(22,093.47)	HM Revenue & Customs	NIL	NIL
		NIL	NIL
	FLOATING CHARGE CREDITORS		
587,457.44)	Floating Charge Creditor	NIL	NIL
•	-	NIL	NIL
	UNSECURED CREDITORS		
	Trade & Expense Creditors	NIL	NIL

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

Statement of Affairs		From 08/06/2023 To 07/12/2023	From 08/12/2021 To 07/12/2023
(21,296.68)	Employees	NIL	NIL
(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
		NIL	NIL
	DISTRIBUTIONS		
(100.00)	Ordinary Shareholders	NIL	NIL
, ,	•	NIL	NIL
(1,118,497.02)		945.45	28,526.16
	REPRESENTED BY		
	VAT Receivable		3,709.00
	Barclays Bank		23.817.16
	Vat Control Account		1,000.00
			28,526.16

JOINT ADMINISTRATORS' TIME COSTS

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

### APPENDIX 3

### TIME CHARGE OUT SUMMARY FOR THE PERIOD FROM 08.06.2023 - 07.12.2023

			HOURS					
Classification of Work Function	Partner/ Director	Manager	Senior	Administrator	Support	Total Hours	Time Costs	Blended Hourly Rate
Classification of Work Function	Director	Mariager	Sellioi	Administrator	Support	Tiours	£	£
Decumbs Command Comm								
Brought Forward From 07.06.2023						612.65	163,146.00	266.30
								-
Administration & Planning	4.47	21.50	-	13.60	3.90	43.47	12,753.00	293.40
Realisation of Assets	1.30	6.60	-	-	-	7.90	2,966.50	375.51
Creditors	0.60	3.20	-	5.80	0.10	9.70	2,604.00	268.45
Investigations	5.00	1.10	-	55.30	0.40	61.80	12,091.50	195.66
Trading	-	-	-	-	-	-	-	-
Total Hours	11.37	32.40		74.70	4.40	122.87	-	
Total Costs	6,435.00	10,852.00	-	12,610.00	518.00	_	30,415.00	247.54
Total Carried Forward						735.52	193,561.00	263.16
Fees Drawn for Period Ended:								
8 December 2021 - 7 June 2022							50,000.00	
8 June 2022 - 7 December 2022							73,000.00	
8 December 2022 - 7 June 2023							38,500.00	
8 June 2023 - 7 December 2023							27,000.00	.
Total Fees Drawn to Date:							188,500.00	-
Balance of Time Costs Accrued but I	Unpaid						5,061.00	

		CHARGE OUT RATES OF	INSOLVENCY TEAM MEMBERS
		From 1 September 2023	1 June 2022 to 31 August 2023
		£ per hour	£ per hour
	Partner/Director	530-640	500-580
	Manager	330-495	300-450
	Senior	300-310	270-280
	Administrator	165-245	150-220
	Support Staff	130	120
Note 1	There may have been a number of	of promotions through the various grade	s during the period of the administration.
Note 2	Overhead costs are reflected in t	ne charge out rates detailed.	
Note 3	The charge-out rate of the Insolve	ency Practitioner for this assignment is	currently £585 per hour, and the administrator is £165 per hour.
Note 4	Time is recorded in minimum units	s of 6 minutes.	

### **JOINT ADMINISTRATORS' NARRATIVE OF WORK UNDERTAKEN IN THE PERIOD** 8 JUNE 2023 TO 7 DECEMBER 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 third 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 application to Court with regards to the further extension of the Administration and dealing with the formalities of the extension, such as notifying creditors and filing the relevant form with the Registrar of Companies. I liaised with my solicitor as necessary in this regard and prepared my witness statement.

### 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.

### 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 and liaising with SHMA in respect of the services they supply. I have dealt with the handover from BSB to SHMA and dealt with the final collections from BSB and held a final meeting with them. I have had several meetings with SHMA to commence their collections.

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 SHMA 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.

I have also liaised with LF with regards to their collections and the return of funds held on account. I have also dealt with the remittance from the Company's trading bank account in respect of payments made by customers directly.

### 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 extension of the Administration.

### 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.

I have taken legal advice in the period and time has been spent meeting with my solicitors in this regard and supplying them with the information that they require to be able to advise. This is ongoing and I am seeking advice from Counsel in this regard also.

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

	Davis ad Ess Estimate			A = t = 1 00 10 01 t = 07 10 00			
	L RE	Revised Fee Estimate			Actual - 08.12.21 to 07.12.23		
Classification of Work Function	Total	Total Time	Blended	Total	Total Time	Blended	
	Hours	Costs	Hourly Rate	Hours	Costs	Hourly Rate	
		£	£		£	£	
Administration & Planning	296.45	86,982.15	293.41	303.6	86,621.15	285.29	
Realisation of Assets	89.10	27,772.00	311.69	54.8	16,522.50	301.51	
Creditors	79.30	26,298.50	331.63	44.2	20 13,280.50	300.46	
Investigations	91.10	30,330.00	332.93	123.0	00 23,606.50	191.92	
Trading	212.90	54,430.50	255.66	209.9	90 53,530.50	255.03	
Total Hours	765.85			735.5	52		
Total Time Costs	-	224,913.15	•	'	193,561.15		
Blended Hourly Rate			293.68			263.16	
Total Fees Drawn to date					188,500.00		
Balance of Time Costs Accrued but Unpaid 5,061.15							

	CHARGE OUT RATES OF INSOLVENCY TEAM MEMBERS				
		From 1 September 2023	1 June 2022 to 31 August 2023		
		£ per hour	£ per hour		
	Partner/Director	530-640	500-580		
	Manager	330-495	300-450		
	Senior	300-310	270-280		
	Administrator	165-245	150-220		
	Support Staff	130	120		
Note 1	There may have been a number	er of promotions through the various grad	des 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 Practitioner for this assignment is currently £585 per hour, and the administrator is £165 per hour				
Note 4	Time is recorded in minimum units of 6 minutes.				

## ${\bf JOINT~ADMINISTRATORS'}$ 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
·	£	£	£	£	£
Category 1 Expenses					
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	0.00	5,037.21
Professional and Sub-Contractors	s' Fees		-		
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	2,545.00	11,035.00	2,545.00	11,035,00
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 Administation and for one year following the dissolution of the Company.	500.00	13.32	39.96	0.00	0.00
Debt collection costs - BSB were engaged to collect customer debit balances. SHMA have since taken over collections.	52,500.00	90.34	6,312.00	90.34	6,312.00
Trading costs					
Trading costs as apportioned between the Company and SYEL - see table in the body of this report.	58,972.00	2,458.98	91,146.70	2,458.98	91,146.70
Totals	150,828.00	5,107.64	129,494.45	5,094.32	129,445.49

### **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.

### 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).

PROOF OF DEBT FORM

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

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.