High Court of Justice, Chancery Division, Companies Court Mint Partners Limited – in Administration Case No. 6747 of 2010

Joint Administrators' final progress report for the period from 19 February 2011 to 27 July 2011

8 August 2011

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Introduction

and the Joint Liquidators will continue to progress the remaining issues in 16 March 2011 and are pleased to provide their final progress report on the Administration of Mint Partners Limited ("the Company" or "MPL") pursuant to Rules 2.47 and 2.110 of the Insolvency Rules 1986 ("IR86"). The Joint Administrators ("the Administrators") previously reported on The Company will shortly proceed into Creditors' Voluntary Liquidation

proposals, which is shown at Section 3. pursuant to Rule 2.47(1) IR86, which is shown in Section 2 to this report. The Administrators are required to provide certain statutory information The Administrators are also required to provide a summary of their

realised and the outcome of the Administration are set out below. Details of the steps taken during the Administration, assets still to be

Prior to the Administration

position as regards the Company was as follows: -At the time of the Administrators' appointment on 19 August 2010 the

- MPL was a non-trading holding company with no employees.
- MPL's principal asset was the entire share capital of MEQ branches in Paris, Dubai and Switzerland. its principal office based in London. The Company also had brokerage for a range of financial and non-financial products with MEQ was incorporated in 2004 and operated as an agency Realisations Limited (formerly Mint Equities Limited) ("MEQ").
- as a result of MEQ making claims on it for intercompany debts totalling c. £870k. MPL had negative net assets and would become cash flow insolvent

- settlement process which had been transferred to a new provider in 2007 had failed to account for stamp duty on any trades which gave rise to a further liability to HMRC. PAYE and NIC liabilities. In 2009, MEQ discovered that its In August 2009, MEQ had fallen behind in a repayment programme agreed with HM Revenue & Customs ("HMRC") for
- 30 July 2010 that it would commence winding up proceedings if amount in July 2010 but it was rejected. HMRC advised MEQ on HMRC circa £3m. MEQ proposed a settlement to HMRC for this At the time the stamp duty liability was discovered, MEQ owed full payment for the PAYE liabilities was not made within 7 days.
- accounts would have been frozen; transactions entered into would ultimately be void, absent a Court Order to the contrary and MEQ would have been difficult for MEQ to continue trading as its bank If a winding up petition had been presented and advertised, it unable to pay its employees.
- August 2010 regarding a sale of the business and certain assets of Subsequent negotiations with BGC resulted in an agreement on 13 MEQ and certain assets of the Company. diligence in time as a result of the threatened petition from HMRC purchase the shares of MEQ. However, BGC withdrew its offer on BGC Partners LP ("BGC"). BGC had made an offer in July 2010 to ultimately led to the board of MEQ entering into discussions with Since 2007, MEQ had actively sought new investment and this 12 August 2010 since it would not be able to complete its due
- completion of the sale of the business and assets to BGC. as a whole, the board elected to appoint an administrator to enable In order to preserve the business and obtain a return for creditors
- Administrators ("Administrators") on 19 August 2010 by the Accordingly, DC Chubb and PN Spratt were appointed as Joint

Steps taken upon appointment

Immediately following appointment, the majority of the Company's assets were sold to BGC for £306,001. Full disclosure of the transaction, prepared in accordance with Statement of Insolvency Practice No. 16, was made by way of the initial circular to creditors on 24 August 2010.

Assets still to be realised

The Company's assets specifically excluded from the sale were its shareholdings in the following companies:

- MyHab Limited ("MyHab")
- The Company has a 30% equity stake in MyHab Limited ("MyHab) via MPE Realisations Limited (formerly Mint Private Equity Limited) ("MPE"), a wholly owned subsidiary of the Company. MyHab specialised in providing festival accommodation. MyHab owes approximately £54k to MPE by way of an inter-company loan.
- Formal notification has been received that MyHab went into administration on 4 July 2011. The administrators' proposals are awaited which should detail the likely level of realisations that will be made in this regard.
- ii) MA Realisations Ltd ("MAL")
- MAL is a non-trading wholly owned subsidiary of the Company that owns the rights to a profit share investment in a property development. The realisation of this asset has continued to be hampered by confidentiality issues imposed under the terms of the agreement between the parties.

- Accordingly, it has proved difficult to obtain an independent valuation of this asset and after discussions with our legal advisers, the Administrators have concluded that this asset cannot be openly marketed. The Administrators believe that there could be significant value in this asset for the Company and consequently, it may be necessary to hold this asset until such time as value can be realised.
- In the meantime, the Administrators will continue to liaise with MAL's directors for updates regarding the development.

Receipts and payments account

A receipts and payments account for the period 19 February 2011 to 27 July 2011 is set out in Section 4.

Expenses statement

A statement of the expenses incurred by the Administrators in the period 19 February 2011 to 27 July 2011 is included at Section 5. Legal and other professional costs are based on information made available to the Administrators at 18 July 2011.

The statement excludes any potential tax liabilities that may be payable as an expense of the Administration in due course because amounts due will depend on the position at the end of the tax accounting period.

The Administrators' accrued and unpaid expenses will be met from funds held by the liquidator in accordance with Paragraph 99 of Schedule B1 to the Insolvency Act 1986.

Administrators' remuneration

The Administrators' remuneration has been approved on a time costs basis by the general body of creditors. To 27 July 2011, the Administrators have drawn remuneration of £62,716 plus VAT.

In the Administrators' first progress report, we notified you that the Administrators had incurred time costs totalling £122,762 plus VAT. Since that report, the Administrators have incurred further time costs of £42,907 plus VAT to 27 July 2011. A full analysis of these time costs is provided at Section 6.

The Administrators' total time costs from the date of appointment to 27 July 2011 total £165,669 plus VAT which represents 471.6 hours at an average hourly rate of £351.29.

The Administrators' current charging and disbursements policies are set out at Section 7.

Creditors' rights

A statement of creditors' rights in relation to the Administrators' remuneration and expenses is set out at Section 8.

Estimated outcome for creditors

i) Secured Creditor

HSBC, the secured creditor has been repaid in full under its fixed and floating charge over the Company and MEQ's assets. The balance paid by the Company was £47,837.

ii) Preferential Creditors

There are no preferential claims as MPL did not have any employees.

(iii) Unsecured Creditors

The Administrators are aware of 8 creditors with potential claims in the estate which is 6 more than declared in the directors' statement of affairs. Not all of these creditors have formally submitted claims although it is anticipated that claims may total at least £1.7m. MEQ is one of the Company's largest creditors by way of an inter-company debt totalling £870,000.

The Administrators currently anticipate that a dividend payable by virtue of the prescribed part to unsecured creditors is likely to be in the region of 0.9p in the £, however the timing and the ultimate value of the total dividend remains uncertain, given current uncertainty regarding the eventual realisations.

The prescribed part applies to situations where there are floating charge realisations, net of costs. In this case, an amount of funds will be set aside for distribution to unsecured creditors. The prescribed part is calculated as follows:

- 50% of net property up to £10,000
- 20% of net property in excess of £10,000
- Subject to a maximum amount of £600,000

The prescribed part and any surplus funds in the Administration will be passed to the Joint Liquidators for distribution in due course.

If you have not already submitted your claim, please do so using the form enclosed with this report.

Exit route from Administration

In accordance with the proposals approved by creditors, the Company will now enter Creditors' Voluntary Liquidation. This particular exit route was considered the most appropriate in the circumstances as it will provide an orderly process in which to agree the claims of unsecured creditors and enable a distribution to be made.

Furthermore, there are no adverse tax consequences of the route chosen and the Liquidators will continue to deal with outstanding tax issues.

The alternative procedure would necessitate an extension to the Administration which may entail higher costs.

Discharge

In accordance with the proposal agreed by creditors, the Administrators shall obtain their discharge from liability pursuant to Paragraph 98(1) of Schedule B1 to the Insolvency Act 1986 in respect of any action of theirs as Administrators 14 days after they cease to be Joint Administrators of the Company.

Next report

The next report to creditors will be circulated by the Liquidators in

approximately 14 months after the Company enters Creditors' Voluntary Liquidation.

RISS

David Chubb Joint Administrator Mint Partners Limited

DC Clubb and PN Sprutt have been appointed as Joint Administrators of Mint Partners Limited to manage its affairs, business and property as its agents and act without personal liability. Both are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales.

2. Statutory and other information

ury: of appointment	Objective being pursued by the Administrators: 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)	Division of the Administrators' responsibilities: Any act required or authorised to be done by the Administrators may be done by all or any one of the Administrators for the time being holding office	Proposed end of the Administration: Creditors' Voluntary Liquidation	Estimated dividend for unsecured creditors: 0.9p in the \pounds Estimated values of the prescribed part and the company's net	Whether and why the Administrators intend to apply to court Prescribed part – £15k / Company's net property - £63k Whether and why the Administrators intend to apply to court	under Section 176A(5) IA86:		retary: od of appointment ies: the company's net to apply to court	High Court of Justice, Chancery Division, Companies Court, 6747 of 2010 Mint Partners Limited 04795286 7 More London Riverside, London SE1 2RT Richard Barnett, Anthony Bullman, Timothy Bullman, Timothy Clarke, David Mills, Jamie Royston Not listed Timothy Bullman (21.52%), Jamie Royston (22.49%), Richard Barnett (21.14%) 19 August 2010 DC Chubb and PN Spratt of 7 More London Riverside, London SE1 2RT None None Company's former registered office Achieving a better result for the Company's creditors at the Company's former registered office Achieving a better result for the Company's creditors as a whole than woul be likely if the Company were wound up (without first being in Administration) Any act required or authorised to be done by the Administrators may be done by all or any one of the Administrators for the time being holding off Creditors' Voluntary Liquidation 0.9p in the £ Prescribed part — £15k / Company's net property - £63k Prescribed part — £15k / Company's net property - £63k
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3. Summary of the Joint Administrators' proposals

The Administrators make the following proposals for achieving the purpose of administration

- ت The Administrators will continue to manage and finance the Company's business, affairs and property from asset realisations in such manner as they consider expedient with a view to 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).
- Ë The Administrators may investigate and, if appropriate, pursue any claims that the Company may have under the Companies Act 1985 or IA86 or otherwise. In addition, the Administrators shall do all such other things and generally exercise all their powers as Administrators as they in their their realisations or for any other purpose incidental to these proposals. discretion consider desirable in order to achieve the purpose of the Administration or to protect and preserve the assets of the Company or to maximise
- The Administrators may at their discretion establish in principle the claims of unsecured creditors for adjudication by a subsequent liquidator and that sufficient funds for a distribution to unsecured creditors other than by virtue of the prescribed part) or out of the prescribed part as costs associated with the prescribed part (where the Administrators think that funds will become available to the unsecured creditors by virtue of the prescribed part but not the costs of so doing be met as a cost of the Administration as part of the Administrators' remuneration (where the Administrators think there will be
- ₹ The Administrators may use any or a combination of "exit route" strategies in order to bring the Administration to an end, but in this particular instance the Administrators are likely to wish to pursue the following options as being the most cost effective and practical in the present circumstances:
- (a) Once asset disposals are complete, the Administrators will place the Company into creditors' voluntary liquidation. In these circumstances, it is may be done by either any or both of them. In accordance with Paragraph 83(7) Sch.B1 IA86 and Rule 2.117A(2)(b) IR86, creditors may nominate alternative liquidators, provided that the nomination is made before the proposals are approved; or proposed that DC Chubb and PN Spratt be appointed as Joint Liquidators and any act required or authorised to be done by the Joint Liquidators
- (b) In the event that it is more cost effective to do so, the Administrators will apply to the court to allow the Administrators to distribute surplus Registrar of Companies under Paragraph 84 Sch.B1 IA86, following registration of which the Company will be dissolved three months later. If any order of the court. permission is not granted, the Administrators will place the Company into creditors' voluntary liquidation or otherwise act in accordance with funds, if any, to unsecured non-preferential creditors. If such permission is given, the Administration will be brought to an end by notice to the
- প্র The Administrators shall be discharged from liability pursuant to Paragraph 98(1) Sch.B1 IA86 in respect of any action of theirs as Administrators 14 days after they cease to be joint administrators of the Company or in any case at a time determined by the court.
- vi) It is proposed that the unpaid pre-Administration costs detailed at Appendix A be approved for payment as expenses of the Administration

3. Summary of the Joint Administrators' proposals

vii) It is proposed that the Administrators' fees be fixed under Rule 2.106 of the Insolvency Rules 1986 by reference to the time properly given by the Administrators and the various grades of their staff according to their firm's usual charge out rates for work of this nature and that disbursements for services provided by the Administrators' own firm (defined as Category 2 disbursements in Statement of Insolvency Practice No.9) be charged in accordance with the Administrators' firm's policy as set out in Appendix B. It will be for the creditors' committee to fix the basis and level of the Administrators' fees and Category 2 disbursements but if no committee is appointed, it will be for the general body of creditors to determine these instead.

4. Receipts and payments account for the period 19 February 2011 to 27 July 2011

					Notes
	84,571	(65,866)	150,437	2)	Cash in hand/ (net movement) (note 2)
	47,837		47,837		
	47,837		47,837		Distribution to secured creditor
	183,838	65,866	117,972		
	3,564	1,371	2,193		Input VAT
Ľ	24,977	9,608	15,369		Irrecoverable VAT
	46	(9)	55		Bank charges
	57,098	24,896	32,202		Legal and other professional costs
	62,716	30,000	32,716		Administrators' remuneration
	14,768		14,768		Pre-appointment costs - PwC
	20,669		20,669		Pre-appointment costs - legal
	0.000		0+0)+40	o o o o o o o	Payments - expenses
	316.246		316.246	663.260	
	245		245		Interest received
				85,300	Other debtors
	10,000		10,000	271,960	Office rental deposits
	306,001		306,001	306,000	Directors' loans
					Receipts
	מו	מו	110	th)	
Notes	27-Jul-11	:	18-Feb-11	Statement	
	to	in period	reported to	Directors'	
	Cumulativa	Mowaman+	Previously	acutac (o)	
				Estimated to realise	

Only 12.49% of input VAT is recoverable.
 Held on an interest bearing account with HSBC

Mint Partners Limited - in Administration

5. Statement of expenses incurred but not yet paid

Provision for prescribed part	Total expenses	- Nabarro LLP Irrecoverable VAT	Administrators' disbursements	Expenses incurred but not yet paid Administrators' time costs
15,710	129,259	5,723 19,253	1,330	102.053
		(1)		Notes

Notes

1. Based on information provided, the costs cover the period to 18 July 2011, the most recent information available to us.

6. Analysis of the Administrators' remuneration and Category 2 disbursements for the period 19 February 2011 to 27 July 2011

Charge-out rate summary for the period 19 February 2011 to 27 July 2011

			Hours			ı		Average
		Senior		Senior		Total		Hourly Rate
	Partner	Manager	Manager	Associate	Associate	Hours	Total Cost (£)	(f/J)
Accounting & Treasury		1	0.50	0.10	5.80	6.40	1,486.85	232.32
Strategy & Planning	ı	2.10	1	1.10	0.70	3.90	1,453.70	372.74
Compliance	1	2.00	1	47.60	5.70	55.30	14,107.40	255.11
Investigations		2.50	ı	3.20	3.70	9.40	2,763.60	294.00
Other Assets	2.50	25.80	1	15.70	ı	44.00	18,588.60	422.47
Unsecured Creditors	0.30	0.20	1	0.50	0.70	1.70	574.20	337.76
Tax & VAT	ı	2.40	2.30	3.50	0.10	8.30	3,933.10	473.87
Total Hours	2.80	35.00	2.80	71.70	16.70	129.00		
Total Cost	2,016.00	17,710.30	1,321.70	18,242.10	3,617.35		42,907.45	
Average Rate (£/h)	720.00	506.01	472.04	254.42	216.61		1	332.62

6. Analysis of the Administrators' remuneration and Category 2 disbursements for the period 19 February 2011 to 27 July 2011

The key areas of work have been:-

Accounting & Treasury

- Processing of payments, journals and updating nominal ledger.
- Preparing, signing and sending cheques. Review and authorisation by senior staff of each payment.
- Preparing and reviewing bank reconciliations.
- Dealing with enquiries regarding accounting matters.

Strategy & Planning

- Ongoing reviews of the appropriateness of the overall realisation strategy.
- Regular team meetings to review progress of case; agree priorities and discuss key issues.
- Managing and supervising of case staff.
- Evaluating advantages and disadvantages of extending the Administration against a move to Liquidation.
- Planning and implementing the work required to move the Company to Liquidation.

Compliance

- Complying with internal case checks and completing best practice procedures including preparing file notes to record work done.
- Preparing and reviewing the Administrators' first progress report.
- Circulating Administrators' progress report to Companies House and creditors.
- Ongoing reviews of the Administrators' records to ensure all statutory matters are dealt with and up to date.
- Liaising with our solicitors in connection to understand the cost implications and work required to extend the Administration
- Preparing the Administrators' second progress report (and drafting of witness statement initially with a view to extending the Administration).
- Subsequently updating the Administrators' second progress report to a final report to move Company into Liquidation.

Investigations

Complying with the Administrators' obligations under the Company Directors' Disqualification Act 1986

Other Assets

- Continuing to liaise with solicitors on various matters regarding the realisation of the MAL and MPE investments.
- Ongoing negotiations with the directors of Myhab to finalise a settlement agreement.
- Liaising with our property specialist and solicitors in respect of confidentiality restrictions affecting the MAL investment.

6. Analysis of the Administrators' remuneration and Category 2 disbursements for the period 19 February 2011 to 27 July 2011

Liaising with Companies House in respect of the applications to strike off various subsidiary companies of MPL for non-filing of returns.

Unsecured Creditors

- Dealing with matters in respect of unsecured creditor enquiries. Preparing and maintaining listing of unsecured creditors.

Tax & Vat

- Preparing, reviewing and submitting VAT returns and general VAT compliance matters.
- Ongoing reviews with tax specialists regarding Corporation Tax compliance.
- Analysing the proposed exit routes for the Administration and potential tax implications.

7. The Joint Administrators' charging and disbursements recovery policy

Summary of legal and other professional firms

The Administrators have instructed the following professionals -

Service provided Name of firm / organisation Reason selected Basis of rees	Service provided	Name of firm / organisation	Reason selected	Basis of fees
Legal advice Nabarro LLP Industry knowledge and performance on previous knowledge of the Time cost	Legal advice	Nabarro LLP		Time cost
Company from pre-appointment work			Company from pre-appointment work	

All third party professionals are required to submit time costs analyses and narrative in support of invoices rendered.

Time costs

The time charged to the Administration is by reference to the time properly given by the Administrators and their staff in attending to matters arising

significance requiring more exceptional responsibility are dealt with by senior staff or the Administrators themselves. specialist knowledge, supervised accordingly, so as to maximise the cost effectiveness of the work performed. Matters of particular complexity or It is the Administrators' policy to delegate tasks in the Administration to appropriate members of staff considering their level of experience and any requisite

charged be reference to actual work carried out on the assignment. There has been no allocation of any general costs or overhead costs Set out below are the maximum charge out rates per hour worked for the Administrators' staff actually or likely to be involved on this assignment. Time is

increases) over the period of the Administration. As stated below, amendments to these rates apply with effect from 1 May 2011 In common with all professional firms, the scale rates used by the Administrators may periodically rise (for example to cover annual inflationary cost

7. The Joint Administrators' charging and disbursements recovery policy

Grade	Rate per hour£ Up to 30 April 2011	Rate per hour £ From 1 May 2011
Partner	695	730
Senior Manager	470	494
Manager	395	415
Senior Associate (qualified)	330	347
Senior Associate (unqualified)	245	257
Associate	210	221

Specialist departments within the Administrators' firm such as Tax, VAT, Property and Pensions may charge a small number of hours if and when the Administrators require their expert advice. Such specialists' rates do vary but the figures below provide an indication of the maximum rate per hour.

Grade	Rate per hour£ Up to 30 April 2011	Rate per hour £ From 1 May 2011
Partner	980	1,029
Senior Manager	830	872
Manager	605	572
Senior Associate (qualified)	370	389
Senior Associate (unqualified)	265	278
Associate	215	226

assignment as follows:-The Administrators' firm's expenses policy allows for all properly incurred expenses to be recharged to the case. Disbursements are charged to the

7. The Joint Administrators' charging and disbursements recovery policy

Disbursements for services provided by the Administrators' own firm(s) (Category 2 disbursements)

Mileage	Photocopying
At a maximum of 63 pence per mile (up to 2,000cc) or 80 pence per mile (over 2,000cc)	At 4 pence per sheet copied, only charged for circulars to creditors and other bulk copying

No category 2 disbursements were incurred during the period of this report.

8. Statement of creditors' rights

The IR86 provide for creditors to request further information and challenge the Administrators' remuneration and expenses. The relevant provisions are as

Rule 2.48A Creditors' request for further information

- (1) If—
- (a) within 21 days of receipt of a progress report under Rule 2.47-
-) a secured creditor, or
- an unsecured creditor with the concurrence of at least 5% in value of the unsecured creditors (including the creditor in question), or
- ල with the permission of the court upon an application made within that period of 21 days, any unsecured creditor,

statement required by Rule 2.47(1)(db) or (dc), the administrator must, within 14 days of receipt of the request, comply with paragraph (2). makes a request in writing to the administrator for further information about remuneration or expenses (other than pre-administration costs) set out in a

- (2) The administrator complies with this paragraph by either—
- (a) providing all of the information asked for, or
- (b) so far as the administrator considers that-
- (i) the time or cost of preparation of the information would be excessive, or
- Ξ against any person, or disclosure of the information would be prejudicial to the conduct of the administration or might reasonably be expected to lead to violence
- Ξ giving reasons for not providing all of the information. the administrator is subject to an obligation of confidentiality in respect of the information
- (3) Any creditor, who need not be the same as the creditor who requested further information under paragraph (1), may apply to the court within 21 days
- a the giving by the administrator of reasons for not providing all of the information asked for, or
- the expiry of the 14 days provided for in paragraph (1),

8. Statement of creditors' rights

and the court may make such order as it thinks just.

2.109(1B) by such further period as the court thinks just.". (4) Without prejudice to the generality of paragraph (3), the order of the court under that paragraph may extend the period of 8 weeks provided for in Rule

Rule 2.109 Creditors' claim that remuneration is or other expenses are excessive

- the permission of the court, may apply to the court for one or more of the orders in paragraph (4). (1) Any secured creditor, or any unsecured creditor with either the concurrence of at least 10% in value of the unsecured creditors (including that creditor) or
- (1A) Application may be made on the grounds that—
- (a) the remuneration charged by the administrator,
- (b) the basis fixed for the administrator's remuneration under Rule 2.106, or
- (c) expenses incurred by the administrator,

is or are, in all the circumstances, excessive or, in the case of an application under sub-paragraph (b), inappropriate.

- report which first reports the charging of the remuneration or the incurring of the expenses in question ("the relevant report"). (1B) The application must, subject to any order of the court under Rule 2.48A(4), be made no later than 8 weeks after receipt by the applicant of the progress
- application is not dismissed, the court shall fix a venue for it to be heard, and give notice to the applicant accordingly. at least 5 business Jdays' notice, upon receipt of which the applicant may require the court to list the application for a without notice hearing. If the (2) The court may, if it thinks that no sufficient cause is shown for a reduction, dismiss it without a hearing but it shall not do so without giving the applicant
- application, and of any evidence which the applicant intends to adduce in support of it. (3) The applicant shall, at least 14 days before the hearing, send to the administrator a notice stating the venue and accompanied by a copy of the
- (4) If the court considers the application to be well-founded, it must make one or more of the following orders—

8. Statement of creditors' rights

- (a) an order reducing the amount of remuneration which the administrator was entitled to charge;
- (b) an order fixing the basis of remuneration at a reduced rate or amount;
- (c) an order changing the basis of remuneration;
- (d) an order that some or all of the remuneration or expenses in question be treated as not being expenses of the administration;
- expenses or such part of the excess as the court may specify; (e) an order that the administrator or the administrator's personal representative pay to the company the amount of the excess of remuneration or

covered by the relevant report. and may make any other order that it thinks just; but an order under sub-paragraph (b) or (c) may be made only in respect of periods after the period

(5) Unless the court orders otherwise, the costs of the application shall be paid by the applicant, and are not payable as an expense of the administration.

Mint Partners Limited - in Administration Statement of Claim

Creditor's name and address.	
Registered number (if creditor is a company)	
Claim amount	
 Total amount of your claim (including VAT) at the date the administration commenced 	£
 Any payment received by the creditor in relation to the claim after the appointment of the administrators 	
 Total value (including VAT) of any monies owed by the creditor to the company. 	£
 Total value (including VAT) of any retention of title in respect of any goods to which the debt relates 	£
	£
Please provide details of any documents that substantiate your claim including where applicable, details of any reservation of title. If available, please attach a statement of account.	-
What goods or services did you provide?	
If you have security for your debt, please provide details of the type and value of the security, the date it was given, and provide details of how you have valued your security.	
If no security held, leave this section blank.	
We have a duty as administrators to consider the conduct of the directors prior to our appointment. Are there any particular matters relating to the purchase of goods and services from yourselves, or any other matters that you feel should be reviewed?	
If so, please provide brief details on this form, or on a separate sheet if there is insufficient room.	,
Signature of creditor or person authorised to act on behalf of the creditor.	Date
Name in block capitals.	
Position with or relation to the creditor (e.g. director, company secretary, solicitor).	

^{*} You must deduct any trade or other discounts which would have been available to the company but for its administration, except any discount for immediate, early or cash settlement.

