



To all known creditors

5 March 2020

Our ref: AT/CF/D355Cv2017

Dear Sirs

D.D.D. Limited - in administration (the Company)

Why you've received this letter

The Company's records show that you may be owed money by the Company. So, I'm writing to tell you that, as shown on the enclosed notice, Robert Nicholas Lewis and I were appointed joint administrators of the Company on 28 February 2020. We will manage the Company's affairs, business and property as its agents and without personal liability.

Ongoing supplies

We're reviewing the purchase orders issued by the Company before my appointment and we'll contact the suppliers concerning these orders soon. In the meantime, please do not supply any goods ordered before my appointment unless you've received a confirmation signed by me or one of my authorised representatives. We will contact you if we have a requirement for ongoing services.

What you're owed and help we need from you

Please complete the attached proof of debt form and return it to the Company at PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

If your claim includes VAT, you may be able to obtain VAT bad debt relief six months after your supply. Your local VAT office can help you with this.

To help me further please supply details of:

- Any outstanding orders;
- Any of the Company's property you hold; and
- Any assets of yours which the Company has on hire or rental from you and, if known, the address where these assets are held.

Please note that it is too early to give any indication of the prospects of return for creditors.

How we report to creditors

As administrators we are required to prepare and deliver our proposals setting out how we intend to achieve the purpose of administration within eight weeks of our appointment. We will also send out the request for the directors' statement of affairs and make available our proposals as soon as possible. Our method of delivery, as shown on the enclosed website notice, will be to add documents to the dedicated Company website: www.pwc.co.uk/dddlimited as and when they become available, other than the excluded documents listed on the enclosed form.

Your rights as creditors

Our appointment means that you can't start or continue legal action, enforce security or repossess any goods held by the Company unless we agree or the court allows it.

You can find information on administrators' fees and your rights at:

*PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL
T: +44 (0) 1132 894 000, F: +44 (0) 1132 894 460, www.pwc.co.uk*



<https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/administration-creditor-fee-guide-6-april-2017.ashx?la=en>

Please contact Adam Thompson on 0113 289 4000 or at uk_dddlimited_queries@pwc.com if you'd like a paper copy free of charge or have any questions.

Finally, you also have the right to opt out of receiving further documents relating to these proceedings. Please see the attached sheet "Information provided to creditors on opting out in accordance with Rule 1.39" for full details.

The right to opt out only applies to documents required by the Insolvency Act 1986 or the Insolvency (England and Wales) Rules 2016 to be delivered to creditors generally or to a particular class of creditors. It does not apply to documents or correspondence sent to people in a capacity other than as creditor (e.g. as an employee) or to correspondence sent to individual creditors.

Any formal opt out request should be sent to Georgina Robles at the address listed above or by e-mail to: creditorenquiries@uk.pwc.com.

Directors' conduct

One of our duties is to look at the actions of anybody who has been a director of the Company in the three years before our appointment. We also have to decide whether any action should be taken against anyone to recover or contribute to the Company's assets. If you think there is something we should know about, please complete the relevant section of the attached proof of debt form. This is part of our normal work and doesn't necessarily imply any criticism of the directors' actions.

I will be considering the possible sale of the Company's business and assets. So, I'll be pleased to hear from anyone who may be a potential buyer, please send an email to uk_dddlimited_queries@pwc.com should you wish to register your interest.

Yours faithfully
For and on behalf of D.D.D. Limited

Charlotte Fearnley
For Michael T Denny
Joint Administrator

Enclosures: AM01
Proof of debt form
General website notice

Michael Thomas Denny and Robert Nicholas Lewis were appointed as joint administrators of D.D.D. Limited on 28 February 2020 to manage its affairs, business and property as its agents 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.

The joint administrators are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

The joint administrators may act as controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on the instructions of the joint administrators. Personal data will be kept secure and processed only for matters relating to the joint administrators' appointment. Further details are available in the privacy statement on the PwC.co.uk website or by contacting the joint administrators.

Notice of general use of website to deliver documents

(a) If the company is
incorporated outside the
UK or is an unregistered
company comply with
rule 1.6 IR16

Name of company

D.D.D. Limited

Company number

(a)
00122029

In the High Court of Justice Business and Property Courts in
Birmingham Insolvency and Companies List (ChD)

(full name of court)

Court case number

CR2020-BHMO-000129

(b) Insert full names of
officeholders

We (b) Michael Thomas Denny and Robert Nicholas Lewis of PricewaterhouseCoopers
LLP

joint administrators of the company give notice that future documents in the
administration other than those set out in the Excluded Documents box below will be
made available to creditors for viewing and downloading on a website without notice. We
will not be obliged to deliver any such documents to the recipient of this notice unless
requested to do so by that person.

Excluded Documents:

*This notice does not apply to the following documents which we will send to you or
notify you by way of a specific notice that it is available for viewing and downloading
on a website:*

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 IR16 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

(c) Insert website address

The website address is (c) www.pwc.co.uk/dddlimited

(d) Insert password as
required

(d) The password required to view and download any documents which are password
protected is dddadmin20

Documents will be available on the website until at least two months after the end of the
administration or the last person to hold office as the administrator obtains their release.

You may at any time request a hard copy of any or all of the following:

- i) documents currently available for viewing on the website
- ii) future documents which may be made available there

by (e) - writing to the address below; or

(e) Insert postal address, telephone number and e-mail for hard copy requests

- telephoning Adam Thompson on 0113 289 4000; or
- emailing creditorenquiries@uk.pwc.com (*)

(*) When submitting a request by e-mail, please include in the email subject box the name of the insolvent company and, in the body of the e-mail, the creditor's name and postal address, if different from the address to which this notice was delivered.

Please use the above email address to request hard copies only and not for general queries.

Dated: 4 March 2020

Address for correspondence

Administrators' postal address: Central Square, 29 Wellington Street, Leeds, LS1 4DL

Administrators' contact telephone number: 0113 289 4000

D.D.D. Limited - In Administration (the Company)
Proof of debt

As directed by Article 42(1) of the EC Regulation on Insolvency Proceedings 2000 the following is brought to your attention:

Notice to creditor in EU Member State	Language
Invitation to lodge a claim. Time limits to be observed.	English
Invitación para realizar un reclamo. Se deberán respetar los plazos establecidos.	Spanish
Opfordring til anmeldelse af fordringer. Vær opmærksom på fristerne.	Danish
Aufforderung zur Anmeldung einer Forderung. Etwaige Fristen beachten.	German
Πρόσκληση για έγερση αξίωσης. Υποχρεωτική τήρηση προθεσμίας	Greek
Invitation à produire une créance. Délais à respecter.	French
Invito all'insinuazione di un credito. Termine da osservare.	Italian
Oproep tot indiening van schuldvorderingen. In acht te nemen termijnen.	Dutch
Aviso de Reclamação de Créditos. Prazos Legais a Observar.	Portuguese
Kehotus saatavan ilmoittamiseen. Noudatettavat määräajat.	Finnish
Anmodan att anmäla fordran. Tidsfrister att iaktta.	Swedish
Pozvánka k uplatnění si nároku. Je nutno dodržet termíny.	Czech
Zaproszenie do wniesienia wniosku o odszkodowanie. Termin wniesienia wniosku jest obarczony obostrzeniami.	Polish
Felhívás követelés benyújtására. Vegye figyelembe az időkorlátokat.	Hungarian
Poziv k predložitvi zahtevka. Treba je upoštevati časovne omejitve.	Slovenian
Приглашение к подаче иска. Соблюдайте установленные сроки.	Russian
Pasiūlymas pateikti ieškinį. Paisytini laiko apribojimai.	Lithuanian
Stedina biex tagħmel talba. It-termini taż-żmien għandhom jiġu mħarsa.	Maltese
Palve nõude esitamiseks. Palun jälgige ajapiiranguid.	Estonian
Uzaicinājums prasības iesniegšanai. Prasības iesniegšanas laiks ir stingri ierobežots.	Latvian
Invitație pentru a depune o cerere. Luați în considerare data limită.	Romanian
Cuireadh éileamh a thaisceadh. Teorainn ama le comhlíonadh.	Irish
Покана за предявяване на иск. Трябва да се спази указания краен срок.	Bulgarian
Pozvánka na uplatnenie si nároku. Je nutné dodržat termíny.	Slovak

D.D.D. Limited - In Administration (the Company)
Proof of debt

Please complete and return this form with supporting documentation as soon as possible to Mike Denny, Joint Administrator, Central Square, 29 Wellington Street, Leeds, LS1 4DL

1) Name of creditor	
2) Address of creditor for correspondence	
3) Registered number (if creditor is a company) <i>(If not registered in the UK, please state the country or territory it is registered in and any overseas company registration number)</i>	
4) Total amount of your claim* (including VAT and outstanding capitalised interest) at the date the Company entered administration Less: - Total amount of any payments received by you in relation to the claim after the administrators' appointment/[preceding liquidation date]; and - Total value (including VAT) of any monies due by you to the company in administration Balance of claim	<div style="text-align: right;">(a) £</div> <div style="text-align: right;">(b) £</div> <div style="text-align: right;">(c) £</div> <div style="text-align: right; margin-top: 10px;">= a-b-c £</div>
5) If the amount in 4) includes outstanding capitalised interest, please state amount	£
6) Particulars of how and when the debt was incurred <i>(please attach a continuation sheet if more space is needed)</i>	
7) Particulars of any security held, the date it was given and the value you put on the security	
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	
10) Information on any concerns you may have regarding the way in which the company's business has been conducted, and on potential recoveries for the administration resulting from the conduct of any party <i>(please continue on a separate sheet if needed)</i>	
Signature of creditor or person authorised to act on behalf of the creditor	
Name in block capitals	
Position with or relation to the creditor (e.g. director, company secretary, solicitor)	
Address of person signing (if different from 2 above)	
Date	

For office holder's use only

<i>If applicable</i> Admitted to vote for: £	<i>If applicable</i> Admitted for dividend for: £
Date	Date
Signed	Signed
Name	Name

* 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

The Insolvency (England and Wales) Rules 2016 (“IR16”)

Information provided to creditors on opting out in accordance with Rule 1.39

As part of our first communication with you, we are required to inform you about your right to elect to opt out of receiving further documents relating to these proceedings as follows:

You have the right to elect to opt out of receiving further documents about these proceedings unless:

- (a) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (b) it is a notice relating to a change in the office-holder or the office-holder’s contact details, or;
- (c) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Any election to opt out will not affect a creditor’s entitlement to receive dividends, should any be paid to creditors. Similarly, unless IR16 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or participate in a deemed consent procedure in these proceedings, although the creditor will not receive notice of it.

If a creditor opts out, they will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

A creditor can opt out at any time by delivering written notice to the office holder at the postal address noted in the covering correspondence or by e-mail to: creditorsenquiries@uk.pwc.com. The notice must be authenticated in accordance with rule 1.5 IR16 and dated by the creditor. A creditor will be treated as an opted-out creditor as soon as reasonably practicable after delivery of the creditor’s election to opt out.

An election to opt out can be revoked at any time by delivering a further notice to the office-holder in writing, authenticated and dated by the creditor. A creditor ceases to be an opted-out creditor from the date the notice is received by the office holder.

Should you have any questions on this process, please use the contact details in the covering correspondence.

AM01

Notice of administrator's appointment



Companies House

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

1 Company details		<p>→ Filling in this form Please complete in typescript or in bold black capitals.</p>
Company number	0 0 1 2 2 0 2 9	
Company name in full	D.D.D. Limited	
2 Court details		
Court name	In the High Court of Justice Business and Property Courts In Birmingham Insolvency and Companies List (ChD)	
Court number	C R 2 0 2 0 B H M 0 0 0 1 2 9	
3 Administrator's name		
Full forename(s)	Michael Thomas	
Surname	Denny	
4 Administrator's address		
Building name/number	Cornwall Court	
Street	19 Cornwall Street	
Post town	Birmingham	
County/Region		
Postcode	B 3 2 D T	
Country	England	
5 Administrator's email address or telephone number ^①		
Email address	adam.x.thompson@pwc.com	<p>① You must give an email address or telephone number. All information on this form will appear on the public record.</p>
Telephone number	0113 289 4983	
6 Insolvency practitioner number		
Insolvency practitioner number	1 9 3 1 0	

AM01

Notice of administrator's appointment

7 Administrator's name ¹

Full forename(s)	Robert Nicholas
Surname	Lewis

1 Other administrator
Use this section to tell us about another administrator.

8 Administrator's address ²

Building name/number	7
Street	Moire London Riverside
Post town	London
County/Region	
Postcode	S E 1 2 R T
Country	England

2 Other administrator
Use this section to tell us about another administrator.

9 Administrator's email address or telephone number ³

Email address	adam.x.thompson@pwc.com
Telephone number	0113 289 4983

3 You must give an email address or telephone number. All information on this form will appear on the public record.

10 Insolvency practitioner number

Insolvency practitioner number	9 2 7 7
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11 Statement of appointment

	I confirm the appointment of the administrator(s) on
Date	^d 2 ^d 8 ^m 0 ^m 2 ^y 2 ^y 0 ^y 2 ^y 0

12 Name of person, body or court appointing administrator

Person, body or court name	Directors of the Company
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13 Sign and date

Administrator's signature	Signature X  X
Signature date	^d 2 ^d 8 ^m 0 ^m 2 ^y 2 ^y 0 ^y 2 ^y 0

AM01

Notice of administrator's appointment

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 Adam Thompson

Company name PricewaterhouseCoopers LLP

Address Central Square

29 Wellington Street

Post town Leeds

County/Region West Yorkshire

Postcode

L	S	1	4	D	L
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Country England

DX

Telephone 0113 289 4983

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 signed and dated the form.

Important information

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

Where to send

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

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

Further information

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

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