



TO ALL KNOWN CREDITORS

21 October 2019

Our ref: MM/BV/Tomlinsons/Creditors/D355Cv2017

Dear Sirs

Tomlinson's Dairies 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, Peter David Dickens and I were appointed joint administrators of the Company on 14 October 2019. We will manage the Company's affairs, business and property as its agents and without personal liability.

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 this address.

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
- 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.

Documents available to view on our website

Please find enclosed a general website notice in relation to the Company. The purpose of this notice is to inform you that any future documents will be delivered via upload to the following website once they are ready for viewing: www.pwc.co.uk/tomlinsonsdairies

The following documents are now available to view on our website:-

1. Initial letter to creditors upon appointment
2. AMO1 (notice of appointment)
3. Proof of debt form
4. Retention of Title Questionnaire

PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL
T: +44 (0) 113 289 4000, F: +44 (0) 113 289 4460, www.pwc.co.uk



How we report to creditors

As joint administrators we have to prepare and send out our proposals setting out how we intend to achieve the purpose of administration within eight weeks of our appointment. We're waiting for the directors' statement of affairs and we'll circulate our proposals as soon as possible.

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:

[http://www.icaew.com/~media/corporate/files/technical/insolvency/creditors%20guides/2015/guide to administrators fees oct 2015.ashx](http://www.icaew.com/~media/corporate/files/technical/insolvency/creditors%20guides/2015/guide%20to%20administrators%20fees%20oct%202015.ashx)

Please contact May Mehdi at uk_creditors_tomlinsons@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 a creditor (e.g. as an employee) or to correspondence sent to individual creditors.

Any formal opt out request should be sent to the address listed above or by email to: creditorenquiries@uk.pwc.com.

Retention of Title and Third Party Assets

If you're a supplier and you want to reclaim stock subject to retention of title or you own property hired or rented by the Company, please contact May Mehdi on uk_creditors_tomlinsons@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 at this address. This is part of our normal work and doesn't necessarily imply any criticism of the directors' actions.

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I am 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.

If you have any general enquiries with regards to this letter, please call 0113 289 4418 and speak to a member of my team.

Yours faithfully
For and on behalf of the Company

A handwritten signature in black ink, appearing to read 'B Venkatasamy', with a large, stylized flourish at the end.

Bala Venkatasamy
For Michael Denny
Joint administrator

Enclosures: Notice of administrators' appointment
Proof of debt form
General Website notice
Information provided to creditors on opting out in accordance with Rule 1.39

Michael Denny and Peter Dickens have been appointed as joint administrators of the Company 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. 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.

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AM01

Notice of administrator's appointment



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

1 Company details

Company number

Company name in full

→ **Filling in this form**

Please complete in typescript or in bold black capitals.

2 Court details

Court name

Court number

3 Administrator's name

Full forename(s)

Surname

4 Administrator's address

Building name/number

Street

Post town

County/Region

Postcode

Country

5 Administrator's email address or telephone number ¹

Email address

Telephone number

¹ You must give an email address or telephone number. All information on this form will appear on the public record.

6 Insolvency practitioner number

Insolvency practitioner number

AM01

Notice of administrator's appointment

7	Administrator's name ①	
Full forename(s)		① Other administrator Use this section to tell us about another administrator.
Surname		


8	Administrator's address ②	
Building name/number		② Other administrator Use this section to tell us about another administrator.
Street		
Post town		
County/Region		
Postcode		
Country		

9	Administrator's email address or telephone number ③	
Email address		④ You must give an email address or telephone number. All information on this form will appear on the public record.
Telephone number		

10	Insolvency practitioner number	
Insolvency practitioner number		

11	Statement of appointment	
	I confirm the appointment of the administrator(s) on	
Date	d d m m y y y y	

12	Name of person, body or court appointing administrator	
Person, body or court name		

13	Sign and date	
Administrator's signature	Signature X  X	
Signature date	d d m m y y y y	

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

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



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

Tomlinson's Dairies Limited - in Administration
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. Paisyti 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

Please complete and return this form with supporting documentation as soon as possible to the Joint Administrators either by email to uk_creditors_tomlinsons@pwc.com or post to PwC LLP, Level 8, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

Creditors whose claims are secured or preferential (in part or in whole) should provide details of their claim to the above address. However, they need not use this claim form.

Tomlinson's Dairies Limited - in Administration
Proof of debt

1) Name of creditor	
2) Address of creditor for correspondence	
3) Registered number (if creditor is a company)	
4) Total amount of your claim (including VAT) and outstanding uncapitalised interest at the date the administration commenced*	£
5) Total value (including VAT) of any monies owed by you to the company in administration	£
6) Total amount of any payments received by you in relation to the claim after the appointment of the administrators	£
7) If the amount in 4) includes outstanding uncapitalised interest, please state amount	£
8) Particulars of how and when the debt was incurred (please attach a continuation sheet if more space is needed)	
9) Particulars of any security held, the value of the security and the date it was given	
10) Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
11) Details of any documents by reference to which the debt can be substantiated	
12) Particular matters relating to the company's purchase of goods and services from you or any other matters that you feel should be reviewed (please provide on a separate sheet if needed)	
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.

Notice of general use of website to deliver documents

In accordance with rule 1.49 of the Insolvency (England and Wales) Rules 2016

(a) If the company is incorporated outside the UK or is an unregistered company comply with IR16 r1.6

Name of company

Tomlinson's Dairies Limited

Company number

03882919

(b) Insert full names of officeholders

We (b) Michael Denny and Peter Dickens, the 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 and members 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.

(c) insert website address

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.

(d) Insert password as required

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

(e) Insert postal address telephone number and email for hard copy requests

(d) A password is not required to view and download the documents. 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
- emailing creditorenquiries@uk.pwc.com (*)

(*) Please include in the email title the name of the insolvent company and in the body of the e-mail your/the creditor's name and your postal address, if different from the address to which this notice was sent. Please use the above email address to request hard copies only and not for general queries.

Dated 21 October 2019

Address for correspondence

Joint Administrators' postal address: PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

Michael Denny and Peter Dickens were appointed as Joint Administrators of Tomlinson's Dairies Limited on 14 October 2019 to manage its affairs, business and property as its agents and without personal liability. Michael Denny and Peter Dickens 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>.

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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.