



To all known creditors

30 September 2021

Our ref: BS/VJ/EVCL2L/D355Dv2017

Dear Sirs

**EVCL Two Ltd – 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, Edward Williams, Matthew Hammond and I were appointed joint administrators of the Company on 24 September 2021. We will manage the Company’s affairs, business and property as its agents and without personal liability.

The Company ceased trading prior to the joint administrators’ appointment, therefore, 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.

**What you’re owed and help we need from you**

Our preferred method for creditors to submit claims and supporting documents is via the Turnkey (IPS) online portal, as this is the most efficient and cost effective way for us to deal with your claim and also allows you to better track its status, so we recommend the use of the online portal for claim submission. Your unique login details will be sent to you separately in the coming days.

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.

Should the Company be in possession of any of your assets, please email [uk\\_evcl\\_creditors@pwc.com](mailto:uk_evcl_creditors@pwc.com) and we will seek to make the required arrangements for these items to be collected.

Please note that we think it is unlikely there will be any return for unsecured creditors.

**How we report to creditors**

As 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 will circulate our proposals as soon as possible. As we have issued a general website notice, a copy of which is enclosed, our proposals will be circulated by being published on the administration website [www.pwc.co.uk/evcl](http://www.pwc.co.uk/evcl).

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*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](http://www.pwc.co.uk)*

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Creditors whose claims include VAT may be able to obtain VAT bad debt relief six months after the taxable supply. If you aren't familiar with the procedure you should contact your local VAT office.

### **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:

<https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2021/administration-creditor-fee-guide-1-april-2021.ashx?la=en>

Please contact my colleague Beth Stoker on 0113 289 4000 or at [uk\\_evcl\\_creditors@pwc.com](mailto:uk_evcl_creditors@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 by email to: [uk\\_evcl\\_creditors@pwc.com](mailto:uk_evcl_creditors@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 write to me at this address PwC 8<sup>th</sup> Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL. This is part of our normal work and doesn't necessarily imply any criticism of the directors' actions.

Yours faithfully  
For and on behalf of the Company

Owen Claxton-Ingham  
For Helen Wheeler-Jones  
Joint administrator

Enclosures: AMO1 – Notice of administrators' appointment  
IR16 Information for creditors on opting out  
General website notice



*Helen Laura Wheeler-Jones, Edward Williams and David Matthew Hammond have been appointed as Joint Administrators of EVCL Two Ltd to manage its affairs, business and property as agents and without personal liability. Helen Laura Wheeler-Jones, Edward Williams and David Matthew Hammond are all 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.*



In accordance with Rule 3.27 of the Insolvency (England & Wales) Rules 2016 & paragraph 46(4) of Schedule B1 to the Insolvency Act 1986.

# AM01

## Notice of administrator's appointment



Companies House

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

### 1 Company details

Company number	1	2	4	1	4	4	7	1
Company name in full	EVCL Two Ltd							

→ Filling in this form  
Please complete in typescript or in bold black capitals.

### 2 Court details

Court name	High Court of Justice Business and Property Courts in Birmingham Insolvency and Companies List
Court number	C R 2 0 2 1 B H M 0 0 0 2 7 9

### 3 Administrator's name

Full forename(s)	Helen Laura
Surname	Wheeler-Jones

### 4 Administrator's address

Building name/number	PricewaterhouseCoopers LLP
Street	Donington Court, Pegasus Business Park Herald Way
Post town	East Midlands
County/Region	East Midlands
Postcode	D E 7 4 2 U Z
Country	United Kingdom

### 5 Administrator's email address or telephone number <sup>①</sup>

Email address	uk_evcl_creditors@pwc.com
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	2	6	6	1	0		
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# AM01

## Notice of administrator's appointment

<b>7 Administrator's name <sup>ⓐ</sup></b>		<b>ⓐ Other administrator</b> Use this section to tell us about another administrator.
Full forename(s)	Edward	
Surname	Williams	
<b>8 Administrator's address <sup>ⓐ</sup></b>		<b>ⓐ Other administrator</b> Use this section to tell us about another administrator.
Building name/number	PricewaterhouseCoopers LLP	
Street	One Chamberlain Square	
Post town	Birmingham	
County/Region	Birmingham	
Postcode	B 3 3 A X	
Country	United Kingdom	
<b>9 Administrator's email address or telephone number <sup>ⓐ</sup></b>		<b>ⓐ You must give an email address or telephone number. All information on this form will appear on the public record.</b>
Email address	uk_evcl_creditors@pwc.com	
Telephone number		
<b>10 Insolvency practitioner number</b>		
Insolvency practitioner number	9 6 6 3	
<b>11 Statement of appointment</b>		
I confirm the appointment of the administrator(s) on		
Date	<sup>d</sup> 2 <sup>d</sup> 4 <sup>m</sup> 0 <sup>m</sup> 9 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 2 <sup>y</sup> 1	
<b>12 Name of person, body or court appointing administrator</b>		
Person, body or court name	The directors of the Company	
<b>13 Sign and date</b>		
Administrator's signature	<sup>Signature</sup> X <i>Edward Williams</i> X	
Signature date	<sup>d</sup> 2 <sup>d</sup> 8 <sup>m</sup> 0 <sup>m</sup> 9 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 2 <sup>y</sup> 1	

In accordance with Rule 3.27 of the Insolvency (England & Wales) Rules 2016 & paragraph 46(4) of Schedule B1 to the Insolvency Act 1986

## AM01 - continuation page Notice of administrator's appointment

1 Company details	
Company number	1 2 4 1 4 4 7 1
Company name in full	EVCL Two Ltd

2 Administrator's name	
Full forename(s)	David Matthew
Surname	Hammond

3 Administrator's address	
Building name/number	PricewaterhouseCoopers LLP
Street	One Chamberlain Square
Post town	Birmingham
County/Region	Birmingham
Postcode	B 3 3 A X
Country	United Kingdom

4 Administrator's email address or telephone number <sup>1</sup>	
Email address	uk_evcl_creditors@pwc.com
Telephone number	

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

5 Insolvency practitioner number	
Insolvency practitioner number	9 3 5 5

# 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	Beth Stoker
Company name	PricewaterhouseCoopers LLP
Address	Central Square 29 Wellington Street
Post town	Leeds
Tenant, Region	England
Postcode	L S 1 4 D L
Country	England
DX	
Text Phone	0113 289 4000

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

This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)



## **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: [uk\\_insolvencydocsrequests@pwc.com](mailto:uk_insolvencydocsrequests@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.

