



To all known creditors

19 September 2024

Our ref: CASE-2409-505/IR16M699

Dear Sirs

J G Chatham 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, Timothy Higgins, Mark James Tobias Banfield and I were appointed joint administrators of the Company on 13 September 2024. We will manage the Company's affairs, business and property as its agents and without personal liability.

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

Other creditors

Please complete the attached proof of debt form and return it to the Company at this address.

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.

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.

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're gathering additional information and we'll circulate our proposals as soon as possible.

Our proposals will be circulated via publication on the website <https://www.pwc.co.uk/JGChatham>. In addition, every six months until the administration ends, we will also issue a report on the progress of the administration. Our first progress report will be available on the same website by 13 April 2025. A notice is attached to this letter which gives details of the password you will need to access these documents, the types of documents that will be published on the website and how you may request a hard copy of the documents.

Your rights as creditors

PricewaterhouseCoopers LLP, 8th Floor Central Square, 29 Wellington Street, Leeds LS1 4DL
T: +44 (0) 113 289 4000, F: +44 (0) 113 289 4460, www.pwc.co.uk

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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/administrati-on-creditor-fee-guide-1-april-2021.ashx?la=en>

Please contact Helena Perevalova on 0113 289 4000 or at uk_jgchatham_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 Helena Perevalova at the address listed above or by e-mail to: UK_insolvencydocsrequests@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.

We are currently reviewing the strategy and would welcome any party interested in the assets.

Yours faithfully
for and on behalf of the Company

A handwritten signature in black ink, appearing to read 'Kate Fox', written over a light blue horizontal line.

Kate Fox
For Eddie Williams
Joint Administrator

Enclosures: AM01
Information provided to creditors on opting out in accordance with Rule 1.39
Proof of debt form IR16M691
General website notice IR16r1.50

Edward Williams, Timothy Higgins and Mark James Tobias Banfield have been appointed as Joint Administrators of J G Chatham Limited to manage its affairs, business and property, and act without personal liability. All 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](https://www.pwc.co.uk) website or by contacting the Joint Administrators.

J G Chatham Limited - In Administration (the Company)
Proof of debt

Please complete and return this form with supporting documentation as soon as possible.

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 Joint Administrators appointment and Total value (including VAT) of any monies due by you to the company in Administration Balance of claim	(a) £ (b) £ (c) £ = a-b-c £
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) Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under the Insolvency Act 1986	
10) Details of any documents by reference to which the debt can be substantiated	
11) 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