



01 March 2018

Dear Sirs

Maplin Electronics Limited - in administration (“the Company”)

I write to you in response to your recent correspondence enquiring about your retention of title claim.

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.

Please complete and return the enclosed questionnaire with all relevant supporting information so we can assess the validity of your claim and send this to maplin@uk.pwc.com

Once received we will be in contact to arrange appointments to allow you to make an inventory of the goods subject to your claim at each location.

If you have any queries, please contact maplin@uk.pwc.com and somebody will be in contact with you as soon as is practicably possible.

Yours faithfully

Sophie Horsley

For and on behalf of
Zelf Hussain
Joint Administrator

Enclosure Retention of title questionnaire

Zelf Hussain, Toby Scott Underwood and Ian David Green have been appointed as joint administrators of Maplin Electronics Limited to manage its affairs, business and property as its agents 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 are Data Controllers of personal data as defined by the Data Protection Act 1998. PricewaterhouseCoopers LLP will act as Data Processor on their instructions. Personal data will be kept secure and processed only for matters relating to the administration.

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Maplin Electronics Limited - in administration

Retention of title claim questionnaire

It is essential you answer the questions below as fully as possible so that we can investigate your retention of title claim properly without lengthy correspondence.

SUPPLIER		SUPPLIER'S SOLICITOR
Name:		Name:
Address:		Address:
Email:		Email:
Telephone:		Telephone:
Name of contact:		Name of contact:

1. Do your terms and conditions of sale contain a retention of title clause?
(Tick box)

- NO - If not please do not submit this questionnaire
 YES - Please provide a copy of your terms and conditions

2. How and when were your terms and conditions communicated to the company?

- EXPRESS WRITTEN AGREEMENT (Please provide a copy)
 WRITTEN NOTICE PRIOR TO DELIVERY (Please forward a blank, original set of documents containing your terms and conditions)
 OTHER (Please provide details)



3. What written evidence do you have that your terms and conditions were accepted by the company?

4. When did you start trading with the company?

5. Have you attended at the company's premises and produced an inventory and valuation of your identifiable goods found there? The inventory should be signed by a representative of your firm and the administrators.

6. Does the Company have on its premises any goods supplied by you to which your retention of title clause applies?

- NO
- YES (Please provide details)

7. Give full details of how you can identify the goods on the Company's premises as having been supplied by you?

8. Can the goods on the inventory be identified as having been supplied on specific invoices?

- NO
- YES If so, please explain how such a reconciliation can be made and provide a schedule identifying inventory goods against specific UNPAID invoices in the following format.

Invoice number	Invoice date	Inventory item	Item Value (£)
Total value of retention of title claim			

9. How much does the Company owe you?



£ _____

10. Are you a customer of the company?

NO

YES If so, please advise how much you owe to the Company £ _____

Are the balances between you and the company usually subject to set off?

NO YES N/A

11. Please provide a copy of the company's ledger account with you for the last 12 months.

12. Please supply copies of (and state below the references of:

(a) the order(s)

(b) acknowledgement(s) of the order(s)

(c) your delivery note(s)

(d) your invoice(s)

relating to the goods claimed.

13. If the order was not made in writing, please state:

(a) how the order(s) was/were placed

(b) the date(s) of the order(s)

(c) who placed the order(s)

(d) the date(s) the goods were delivered

This questionnaire should be returned when completed to maplin@uk.pwc.com .