



## TO ALL KNOWN CREDITORS

21 March 2024

Our Ref: AT/ALD/JL/EXT032024

Dear Sir/Madam

### **Clark Retail Limited – in administration (“the Company”)**

As you are aware, the appointment of myself, Rachael Wilkinson and Robert Nicholas Lewis as joint administrators of the Company, was extended by 12 months with the deemed consent of the creditors.

I require a further extension to the administration for a period of 12 months, but this time I must ask the Court for an extension. However, the Court requires evidence that I have informed you of my intentions, and given you the opportunity, should you so wish, to object. I require an extension of time for the reasons listed below:

- The previous 12 month extension of the administration to 8 May 2024 is insufficient for the joint administrators to achieve the purpose of the administration, as stated in the joint administrators’ proposals;
- It has been necessary to grant a further licence to occupy (“LTO”) extension to the purchaser (initially granted as part of the sale of the business and assets and further extended to 31 March 2024) in relation to the Company’s leasehold properties. Due to the number of properties involved in the process, the purchaser’s discussions are ongoing. The licence to occupy extension is necessary to enable the purchaser’s discussions with landlords in respect of the assignment or surrender of leases to continue;
- Agreeing to an extension of the LTO is in the interest of the general body of unsecured creditors as it will ultimately result in a smaller creditor base with fewer (if any) landlords ultimately having a claim in the estates;
- Further time will be required to enable the limited number of eligible landlords to submit unsecured claims. This may not be known for some time for a number of landlords due to the ongoing licence to occupy process;
- Further time is required to review and adjudicate upon unsecured creditor claims and distribute funds to unsecured creditors accordingly;
- VAT and tax matters cannot be finalised until the LTO is completed; and
- Once the above matters are concluded, we must deal with closure matters, including but not limited to drafting and issuing the final progress report, closure of our internal systems, obtaining clearance from third parties and removal of the administrators’ bond.

I enclose for your attention

- A duplicate of this letter on which you should indicate your response to my request for a court extension of the appointment of the joint administrators.
- A further claim form. If you have already sent me a claim, you do not need to send me another one (unless it has changed). Your response to my request will not count unless you have sent a claim form to me. I must receive your response by no later than noon on 5 April 2024.

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



- You are not required to respond to this request, and if you do not do so then this will not affect your rights against the Company.

Should you have any queries, please do not hesitate to contact Josh Liburd on 0113 289 4000.

Yours faithfully  
For and on behalf of the Company

A handwritten signature in blue ink that reads 'Alison Trenholme'.

Alison Trenholme  
For Mark James Tobias Banfield  
Joint Administrator

**Enc**

- Duplicate letter for endorsement with consent
- Statement of Claim from

*Mark James Tobias Banfield, Rachael Maria Wilkinson and Robert Nicholas Lewis have been appointed as joint administrators of McColl's Retail Group plc, Martin McColl Limited, Clark Retail Limited, Dillons Stores Limited, Smile Stores Limited, Charmwait Management Limited and Martin Retail Group Limited to manage their affairs, business and property as their agents and without personal liability.*

*The Joint Administrators 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.*



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Alison Trenholme  
For Mark James Tobias Banfield  
Joint Administrator

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## Proof of Debt / Statement of Claim form – The McColl’s Group of Companies

Your Details		
1) Name of creditor		
2) Creditors full postal address for further correspondence & contact details <i>(email/phone number)</i>		
3) Registered number/Company number <i>(if creditor is a company)</i>		
Claim value & composition		
<p>4) State the total amount of your claim (including VAT) and outstanding uncapitalised interest at the date the administration commenced*</p> <p><i>Please indicate the amount of your claim against one or more of the McColl's Group companies by inserting the appropriate value against the relevant entity. If your claim is comprised of multiple debts against multiple entities, please clearly indicate the value against each entity</i></p> <p><i>Failure to correctly apportion and indicate the entity you contracted with/are claiming against, will result in a delay in processing your claim or may lead to the rejection (in full or part) of your claim for dividend purposes. You must provide evidence of the entity you contracted with</i></p>		Value of claim against this entity
	Charnwait Management Limited <i>Company number 04444181</i>	£
	Clark Retail Limited <i>Company number SC101099</i>	£
	Dillons Stores Limited <i>Company number 03498958</i>	£
	Martin McColl Limited <i>Company number 00298945</i>	£
	McColl’s Retail Group Plc <i>Company number 08783477</i>	£
	Martin Retail Group Limited <i>Company number SC013840</i>	£
	Smile Stores Limited <i>Company number 00641258</i>	£
	<b>4a) Total value of your claim</b> <i>This must total all sums listed above, against one or more entities</i>	£
	5) Total value (including VAT) of any monies you owe to the company in administration <i>(deductible from your claim value in box 4)</i>	£
6) Total amount of any payments received by you in relation to the claim after the administrators’ appointment <i>(deductible from your claim value in box 4)</i>	£	
7) If the amount in 4) includes outstanding uncapitalised interest, please state amount <i>Note: Interest is not permissible after the date of administrators’ appointment</i>		
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.		

<i>These should be returned with this form and should clearly state the McColl's entity/entities that you contracted with and have claimed against</i>	
<b>Authority</b>	
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 above)	
Date	

**Guidance Notes:**

Please complete this form in full.

Indicate the amount you are claiming by placing the appropriate value against the relevant entity listed in box 4.

If your claim is against multiple McColl's companies, please indicate the value claimed against each separate entity by placing the appropriate claim value against the relevant entity in box 4. The total of your claim, 4a) should equal the component claims listed above.

You may only claim against the legal entity/entities you contracted with. You must provide proof of the contracting entity/entities (by way of signed contract(s) or invoices, purchase orders etc, which clearly state the name of the contracting entity).

Failure to specify the company you are claiming against will render the claim form invalid and may result in the full or partial rejection of your claim for dividend purposes.

Please return your completed claim form and supporting documents to [uk\\_mccolls\\_creditors@pwc.com](mailto:uk_mccolls_creditors@pwc.com).