

## Notice of seeking decision of creditors by correspondence

Name of Company	Company number
In the  [full name of Court]	Court case number

(a) Insert full name(s) and address(es) of the administrator(s)

Notice is hereby given by (a)

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(b) Insert full name and address of registered office of the company

to the creditors of (b)

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(c) Insert address to which form is to be delivered

This form must be received at (c)

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(d) Insert decision date

By 23.59 on (d) \_\_\_\_\_ (the decision date) in order to be counted.

Under Rule 15.28 a person is entitled to vote only if they have given to the Joint Administrators, before 23.59 on the decision date, details in writing of the debt which they claim to be due to them from the company and the claim has been duly admitted under Rules 15.28 and 15.33.

Any creditor whose debt is treated as a small debt (ie. £1,000 or less) must still deliver a proof of that debt, before 23.59 on the decision date, if they wish to vote.

Any creditor who has opted out from receiving notices may still vote, provided they provide a proof of debt, before 23.59 on the decision date.

A proof of debt form is attached.

Creditors who meet one of the following thresholds:

- (a) 10% in value of creditors
- (b) 10% in number of creditors
- (c) 10 creditors

may, within five business days from the date of delivery of this notice, request a physical meeting be held to consider the decision(s). In order to do so a creditor must complete and return the attached physical meeting requisition form.

Any creditor may, in accordance with Rule 15.35, appeal a decision, provided that appeal is made not later than 21 days after the decision date.

Below are the proposed decisions for your consideration. Please indicate whether you are in favour or against each proposed decision. Please note that your vote cannot be rescinded once received by the Joint Administrators.

That the Joint Administrators' Proposals be approved

I am \*in Favour / Against

Please indicate whether you are in Favour or Against each decision

That the Joint Administrators' remuneration be drawn on the basis of time properly given by them and the various grades of their staff in attending to matters arising in the administration in accordance with the fee estimate and charge-out rates, as set out in the Statement of Proposals. This will include work undertaken in respect of, but not limited to, tax, VAT and employee advice from Interpath in-house specialists

I am \*in Favour / Against

That Category 2 expenses (as defined in Statement of Insolvency Practice 9) be charged and drawn in accordance with Interpath Advisory's policy as set out in the Statement of Proposals.

I am \*in Favour / Against

That all unpaid pre-administration costs, as set out in the Statement of Proposals be paid as an expense of the administration

I am \*in Favour / Against

That the Joint Administrators shall be discharged from liability in respect of any action of theirs as Joint Administrators, upon the filing of their final receipts and payments account with the Registrar of Companies

I am \*in Favour / Against

NOTE – only include if a Creditors' Committee has not yet been formed

In addition, please confirm if you would like a Creditors' Committee to be formed.

**Please note, that by selecting 'Yes', you are acknowledging that the party you nominate below may become a member of the Committee. Before making your decision, please read the following guide to Creditors' Committees which sets out the role and responsibilities involved.**

<https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/more/29111/page/1/liquidation-creditors-committees-and-commissioners/>

\*Yes/No

If you stated that you would like a Creditors' Committee to be formed please also provide any nominations for membership

If you vote 'Yes' for the formation of a Creditors' Committee, ensure that you insert the name of the person you want to nominate to act on the committee, and the party they are representing, in this section.

For the appointment of \_\_\_\_\_  
representing \_\_\_\_\_  
as a member of the Creditors' Committee

Such nominations for membership can only be accepted if they are received by the decision date and we are satisfied as to the creditors' eligibility under Rule 17.4.

**TO BE COMPLETED BY CREDITOR WHEN RETURNING FORM:**

Name of creditor: \_\_\_\_\_

Signature of creditor: \_\_\_\_\_

Dated \_\_\_\_\_

You MUST insert the name of the creditor here.  
  
IF the creditor is a company or limited liability partnership, insert the full legal entity name and the normal address for correspondence.  
  
IF you are an individual (e.g. a former employee), insert your name and address.

Name in CAPITAL LETTERS and position with creditor or relationship to creditor or other authority for signature

\_\_\_\_\_

This MUST be completed, e.g. A SMITH, Director, UNLESS you are an individual

If you require any further details or clarification prior to returning your votes, please contact me / us at the address above.

Signed \_\_\_\_\_  
Joint Administrator

Dated \_\_\_\_\_