

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

Notice is hereby given by (a)

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

to the creditors of (b)

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

This form must be received at (c)

(d) Insert closing date

by 23.59 on (d) (the decision date) in order to be counted.

Under Rule 5.26 a person is entitled to vote only if they have given to the Joint Administrators before 23.59 on the decision date, a statement of claim and documentary evidence of debt due to them from the company and the claim has been duly admitted under Rules 5.26 and 5.30.

Any creditor whose debt is treated as a small debt (i.e. £1,000 or less) must still deliver a statement of claim if they wish to vote.

Any creditor who has opted out from receiving notices may still vote, provided they provide a statement of claim.

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 5.32, appeal a decision, provided that appeal is made not later than 21 days after the decision date.

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 Please note that your vote cannot be rescinded once received by the Joint Administrators.

Please indicate whether you are in Favour or Against each decision

Quantum of remuneration

That remuneration of £[X] and expenses of £[X] be drawn. Of this, remuneration of £[X] and expenses of £[X] relates to fixed charge and remuneration of £[X] and expenses of £[X] relates to floating charge OR This relates to fixed charge remuneration of £[X] and expenses of £[X] OR This relates to £[X] floating charge remuneration and expenses of £[X].

I am ***in Favour / Against**

Expenses

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 Appendix X.

I am ***in Favour / Against**

Discharge from liability

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**

Creditors' Committee

Please confirm if you would like a Creditors' Committee to be formed.

Please note, that by selecting 'in Favour', 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/scotland/technical-guidance/creditor-guides/more/29155/page/1/liquidation-creditors-committees-and-commissioners-a-guide-for-creditors/>

I am ***in Favour / Against**

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.

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

For the appointment of _____

representing _____

as a member of the Creditors' Committee

Such nominations for membership can only be accepted if we are satisfied as to the creditor's eligibility under Rule 3.74.

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 (eg a former employee), insert your name and address.

Only to be completed if the creditor has not signed in person

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

This MUST be completed, eg 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 _____