



TO ALL KNOWN CREDITORS

17 January 2014

Our ref: NVW/FSCH/170114/D355C

Dear Sirs

Four Seasons Control Holdings Limited – in Administration (“the Company”)

I was appointed Joint Administrator of on 13 January 2014 together with my colleagues Toby Underwood and Robert Hunt. I enclose formal notice on Form 2.12B.

Amounts due to creditors at the date of appointment

Please complete and return to the Company at this address the attached statement of claim.

In order to assist me further please supply details of: -

- Any outstanding orders
- Any Company property you hold
- Any property which the Company may be holding on hire or rental from you and, if known, the address where this property is held.

Please note that it is too early to give any indication of the prospects of return for creditors.

Reporting to creditors

As administrator I am required to prepare my proposals for distribution to all known creditors providing the information required by Rule 2.33 of the Insolvency Rules 1986 as soon as reasonably practicable and, in any event within eight weeks of the date of my appointment. These will be accompanied by a notice convening a meeting of creditors or, depending upon the circumstances, an explanation as to why no such meeting is required. You will receive notification of any creditors meeting, together with a copy of my proposals in due course.

I regret that I cannot enter into general correspondence with creditors regarding the Company's affairs in the meantime. Creditors whose claims include VAT may be able to obtain VAT bad debt relief six months after the taxable supply. If you are not familiar with the procedure you should contact your local VAT office.

Creditors' rights

An explanatory note of creditors' rights in relation to the Joint Administrators' remuneration and expenses can be found on the following website:

<http://www.icaew.com/~media/Files/Technical/Insolvency/creditors-guides/creditors-guide-administrators-fees-final.pdf>

*PricewaterhouseCoopers LLP, Benson House, 33 Wellington Street, Leeds LS1 4JP
T: +44 (0) 113 289 4000, F: +44 (0) 113 289 4460, www.pwc.co.uk*

PricewaterhouseCoopers LLP is a limited liability partnership registered in England with registered number OC303525. The registered office of PricewaterhouseCoopers LLP is 1 Embankment Place, London WC2N 6RH. PricewaterhouseCoopers LLP is authorised and regulated by the Financial Conduct Authority for designated investment business.



Please contact Neil Weldrick on 0113 289 4253 or at email neil.v.weldrick@uk.pwc.com if you would like a paper copy.

Restrictions on the rights of creditors

The appointment of the Joint Administrators restricts the rights of creditors in a number of ways. In particular the rights to start or continue legal proceedings or to enforce security are suspended. Paragraph 43 of Schedule B1 to the Insolvency Act 1986 makes clear that goods in the possession of the Company cannot be repossessed without the consent of the court or the administrator.

Directors' conduct

Under the insolvency legislation, the joint administrators have a duty to consider the conduct of those who have been directors of the Company at any time within the three years preceding our appointment. I also have a duty to consider whether any action should be taken against the directors or others for the recovery of, or contribution to, the Company's assets. If there is anything that you feel I should be aware of, please complete the relevant section of the attached statement of claim form or alternatively write to me separately at the above address. This is part of our usual procedures and does not necessarily imply any criticism of the directors' conduct.

Please note that a website has been set up in this regard, and this letter and further creditors reports will be available to view and download at pwc.co.uk/fourseasons

Yours faithfully
For and on behalf of the Company

A handwritten signature in black ink, appearing to read 'Owen Claxton-Ingham', with a long horizontal flourish extending to the right.

Owen Claxton-Ingham
For R Moran
Joint Administrator

Enclosures:

- Appendix
- Form 2.12B
- Statement of claim form

Robert John Moran, Toby Scott Underwood and Robert Jonathan Hunt have been appointed as Joint Administrators of Four Seasons Control Holdings Limited, CAE Realisations (2014) Limited, Berkeley Environmental Services Limited, Four Seasons Installation Limited, Four Seasons Maintenance Limited, HM Air Cooling Limited and JCW Air Conditioning Limited to manage their affairs, business and property as their agents and 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 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.

The Insolvency Act 1986

Notice of administrator's appointment

Name of Company Four Seasons Control Holdings Limited	Company Number 05363917
In the High Court of Justice, Chancery Division, Companies Court (full name of court)	Court case number 9209 of 2013

(a) Insert full name(s) and address(es)

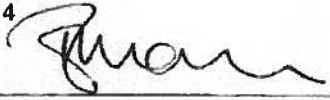
We (a) Mr Robert John Moran of PricewaterhouseCoopers LLP, 7 More London , Riverside, London, SE1 2RT, Toby Scott Underwood of PricewaterhouseCoopers LLP, Benson House, 33 Wellington Street, Leeds, LSI 4JP and Mr Robert Jonathan Hunt of PricewaterhouseCoopers LLP, Cornwall Court, 19 Cornwall Street, Birmingham, B3 2DT

give notice that we were appointed as administrators of the above company on:

(b) Insert date

(b) 13 January 2014

Signed



Dated

14/01/14

Joint Administrator (IP Nos 14410, 8597, 9270)

Four Seasons Control Holdings Limited - in Administration – statement of claim

Creditor's name and address.	
Registered number (if creditor is a company)	
<p>Claim amount</p> <ul style="list-style-type: none"> • Total amount of your claim (including VAT) at the date the administration commenced*<i>[or, if the company was in liquidation when it entered administration, at the date the prior liquidation commence].</i> • Any payment received by the creditor in relation to the claim after the appointment of the administrators <i>[or, if applicable, prior liquidators]</i> • Total value (including VAT) of any monies owed by the creditor to the company. • Total value (including VAT) of any retention of title in respect of any goods to which the debt relates 	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
Please provide details of any documents that substantiate your claim including where applicable, details of any reservation of title. If available, please attach a statement of account.	
What goods or services did you provide?	
<p>If you have security for your debt, please provide details of the type and value of the security, the date it was given, and provide details of how you have valued your security.</p> <p>If no security held, leave this section blank.</p>	
<p>We have a duty as administrators to consider the conduct of the directors prior to our appointment. Are there any particular matters relating to the purchase of goods and services from yourselves, or any other matters that you feel should be reviewed?</p> <p>If so, please provide brief details on this form, or on a separate sheet if there is insufficient room.</p>	
Signature of creditor or person authorised to act on behalf of the creditor.	Date
Name in block capitals.	
Position with or relation to the creditor (e.g. director, company secretary, solicitor).	

* 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.