



## **To all suppliers and creditors**

2 March 2018

Our ref: KP/CF/D355C/20180301

Dear Sirs

### **Maplin Electronics Limited - in administration (the Company)**

#### **Why you've received this letter**

The Company's records show that you may be owed money by the Company. So, I'm writing to tell you that, as shown on the enclosed notice, Zelf Hussain, Ian David Green and I were appointed joint administrators of the Company on 28 February 2018. We will manage the Company's affairs, business and property as its agents and without personal liability.

Should you have any general queries or need further information please note that we have set up a dedicated website at [www.pwc.co.uk/maplin](http://www.pwc.co.uk/maplin)

#### **Ongoing supplies**

We're reviewing the purchase orders issued by the Company before my appointment and we'll contact the suppliers concerning these orders soon. In the meantime, please do not supply any goods ordered before my appointment unless you've received a confirmation signed by me or one of my authorised representatives.

Goods and services you supply during the administration will be paid for out of the assets coming into my hands, provided the order is in writing and signed by one of the joint administrators or our authorised representatives. When you receive your first such order please open a new account in the Company's name for goods or services provided after my appointment. Please include the post-administration order number on all invoices for goods and services supplied during the administration. Your co-operation will allow the Company to continue trading with minimum disruption.

#### **What you're owed and help we need from you**

Please complete the attached proof of debt form and return it to the Company at this address, PwC, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

If your claim includes VAT, you may be able to obtain VAT bad debt relief six months after your supply. Your local VAT office can help you with this.

To help me further please supply details of:

- Any outstanding orders
- Any of the Company's property you hold
- Any assets of yours which the Company has on hire or rental from you and, if known, the address where these assets are held.

*PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL  
T: +44 (0) 1132 894 000, F: +44 (0) 1132 894 460, [www.pwc.co.uk](http://www.pwc.co.uk)*



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

### **How we report to creditors**

As administrators we have to prepare and send out our proposals setting out how we intend to achieve the purpose of administration within eight weeks of our appointment.

We're awaiting management information so that we can prepare an estimated outcome statement and we'll circulate our proposals as soon as possible. We'll also give notice of a creditors' meeting or tell you why a meeting isn't being held.

### **Your rights as creditors**

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.

You can find information on administrators' fees and your rights at:

<https://www.icaew.com/-/media/corporate/files/technical/insolvency/creditors-guides/2017/administration-creditor-fee-guide-6-april-2017.ashx?la=en>

Finally, you also have the right to opt out of receiving further documents relating to these proceedings. Please see the attached sheet "Information provided to creditors on opting out in accordance with Rule 1.39" for full details.

The right to opt out only applies to documents required by the Insolvency Act 1986 or the Insolvency (England and Wales) Rules 2016 to be delivered to creditors generally or to a particular class of creditors. It does not apply to documents or correspondence sent to people in a capacity other than as creditor (e.g. as an employee) or to correspondence sent to individual creditors.

Any formal opt out request should be sent to Kelly Panther at PwC, Central Square, 29 Wellington Street, Leeds, LS1 4DL or by e-mail to: [maplin@uk.pwc.com](mailto:maplin@uk.pwc.com).

Please note there is also a helpline for general queries, the number is 0207 804 8383.

### **Directors' conduct**

One of our duties is to look at the actions of anybody who has been a director of the Company in the three years before our appointment. We also have to decide whether any action should be taken against anyone to recover or contribute to the Company's assets.

If you think there is something we should know about, please complete the relevant section of the proof of debt form or write to me at this address, PwC, Central Square, 29 Wellington Street, Leeds, LS1 4DL. This is part of our normal work and doesn't necessarily imply any criticism of the directors' actions.

We will be considering the possible sale of the Company's business and assets. So, we will be pleased to hear from anyone who may be a potential buyer.



Yours faithfully  
For and on behalf of the Company

A handwritten signature in black ink, appearing to read 'Toby Underwood', is written over a long, thin horizontal line.

Toby Underwood  
Joint administrator

Enclosures: AM01 Notice of administrator's appointment  
Proof of debt form  
Information provided to creditors on opting out

*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.*

## **The Insolvency (England and Wales) Rules 2016 (“IR16”)**

### **Information provided to creditors on opting out in accordance with Rule 1.39**

As part of our first communication with you, we are required to inform you about your right to elect to opt out of receiving further documents relating to these proceedings as follows:

You have the right to elect to opt out of receiving further documents about these proceedings unless:

- (a) the Insolvency Act 1986 requires a document to be delivered to all creditors without expressly excluding opted-out creditors;
- (b) it is a notice relating to a change in the office-holder or the office-holder’s contact details, or;
- (c) it is a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs.

Any election to opt out will not affect a creditor’s entitlement to receive dividends, should any be paid to creditors. Similarly, unless IR16 provide to the contrary, opting-out will not affect any right the creditor may have to vote in a decision procedure or participate in a deemed consent procedure in these proceedings, although the creditor will not receive notice of it.

If a creditor opts out, they will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same company.

A creditor can opt out at any time by delivering written notice to the office holder at the postal address noted in the covering correspondence or by e-mail to: [creditorsenquiries@uk.pwc.com](mailto:creditorsenquiries@uk.pwc.com). The notice must be authenticated in accordance with rule 1.5 IR16 and dated by the creditor. A creditor will be treated as an opted-out creditor as soon as reasonably practicable after delivery of the creditor’s election to opt out.

An election to opt out can be revoked at any time by delivering a further notice to the office-holder in writing, authenticated and dated by the creditor. A creditor ceases to be an opted-out creditor from the date the notice is received by the office holder.

Should you have any questions on this process, please use the contact details in the covering correspondence.

**Maplin Electronics Limited - in Administration ("the Company")**  
**Proof of debt**

**Please complete and return this form with supporting documentation as soon as possible to Maplin Electronics Limited in administration, c/o PwC, 8<sup>th</sup> Floor Central Square, 29 Wellington Street, Leeds, LS1 4DL**

1) Name of creditor	
2) Address of creditor for correspondence	
3) Registered number (if creditor is a company) <i>(If not registered in the UK, please state the country or territory it is registered in and any overseas company registration number)</i>	
4) Total amount of your claim* (including VAT and outstanding capitalised interest) at the date the Company entered administration  Less: - Total amount of any payments received by you in relation to the claim after the administrators' appointment/[preceding liquidation date]; and - Total value (including VAT) of any monies due by you to the company in administration  <b>Balance of claim</b>	<div style="text-align: right;">(a) £</div> <div style="text-align: right;">(b) £</div> <div style="text-align: right;">(c) £</div> <div style="text-align: right; margin-top: 10px;">= a-b-c    £</div>
5) If the amount in 4) includes outstanding capitalised interest, please state amount	£
6) Particulars of how and when the debt was incurred <i>(please attach a continuation sheet if more space is needed)</i>	
7) Particulars of any security held, the date it was given and the value you put on the security	
8) Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
9) Details of any documents by reference to which the debt can be substantiated	
10) Information on any concerns you may have regarding the way in which the company's business has been conducted, and on potential recoveries for the administration resulting from the conduct of any party <i>(please continue on a separate sheet if needed)</i>	
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 2 above)	
Date	

*For office holder's use only*

If applicable Admitted to vote for: £	If applicable Admitted for dividend for: £
Date	Date
Signed	Signed
Name	Name

\* 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

# AM01

## Notice of administrator's appointment



Companies House

For further information, please refer to our guidance at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number	0	1	2	6	4	3	8	5
Company name in full	Maplin Electronics Limited							

→ Filling in this form  
Please complete in typescript or in bold black capitals.

### 2 Court details

Court name	High Court of Justice, Chancery Division, Manchester District														
	Registry														
Court number	2	1	7	5		o	f		2	0	1	8			

### 3 Administrator's name

Full forename(s)	Zelf										
Surname	Hussain										

### 4 Administrator's address

Building name/number	7 More London Riverside													
Street														
Post town	London													
County/Region														
Postcode	S	E	1		2	R	T							
Country	United Kingdom													

### 5 Administrator's email address or telephone number <sup>①</sup>

Email address	thomas.wadey@uk.pwc.com										
Telephone number	0113 289 4322										

① You must give an email address or telephone number. All information on this form will appear on the public record.

### 6 Insolvency practitioner number

Insolvency practitioner number	9	4	3	5							
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AM01

Notice of administrator's appointment

**7 Administrator's name <sup>1</sup>**

Full forename(s) Toby Scott  
Surname Underwood

**1 Other administrator**  
Use this section to tell us about another administrator.

**8 Administrator's address <sup>2</sup>**

Building name/number 8th Floor Central Square  
Street 29 Wellington Street  
Post town Leeds  
County/Region West Yorkshire  
Postcode L S 1 4 D L  
Country United Kingdom

**2 Other administrator**  
Use this section to tell us about another administrator.

**9 Administrator's email address or telephone number <sup>3</sup>**

Email address thomas.wadey@uk.pwc.com  
Telephone number 0113 289 4322

**3 You must give an email address or telephone number. All information on this form will appear on the public record.**

**10 Insolvency practitioner number**

Insolvency practitioner number 9 2 7 0

**11 Statement of appointment**


I confirm the appointment of the administrator(s) on

Date 2 8 0 2 2 0 1 8

**12 Name of person, body or court appointing administrator**

Person, body or court name Directors of the company

**13 Sign and date**

Administrator's signature X  X

Signature date 2 8 0 2 2 0 1 8

AM01

Notice of administrator's appointment

 **Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Thomas Wadey**

Company name **PricewaterhouseCoopers LLP**

Address **8th Floor Central Square**

**29 Wellington Street**

Post town **Leeds**

County/Region **West Yorkshire**

Postcode 

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Country **United Kingdom**

DX

Telephone **0113 289 4322**

 **Checklist**

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- The company name and number match the information held on the public Register.
- You have signed and dated the form.

 **Important information**

**All information on this form will appear on the public record.**

 **Where to send**

**You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:**

The Registrar of Companies, Companies House,  
Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

 **Further information**

For further information please see the guidance notes on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)**



In accordance with Rule 3.27 of the Insolvency (England & Wales) Rules 2016 & paragraph 46(4) of Schedule B1 to the Insolvency Act 1986.

# AM01 - continuation page

## Notice of administrator's appointment

<b>1 Company details</b>	
Company number	0 1 2 6 4 3 8 5
Company name in full	Maplin Electronics Limited

<b>2 Administrator's name</b>	
Full forename(s)	Ian David
Surname	Green

<b>3 Administrator's address</b>	
Building name/number	7 More London Riverside
Street	
Post town	London
County/Region	
Postcode	S E 1 2 R T
Country	United Kingdom

<b>4 Administrator's email address or telephone number <sup>①</sup></b>	
Email address	thomas.wadey@uk.pwc.com
Telephone number	0113 289 4322

<sup>①</sup> You must give an email address or telephone number. All information on this form will appear on the public record.

<b>5 Insolvency practitioner number</b>	
Insolvency practitioner number	9 0 4 5