

**Formation Furniture Limited - In Administration (the Company)**  
**Proof of debt**

**Please complete and return this form with supporting documentation as soon as possible**

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    <b>£</b></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) Give details of whether the whole or any part of the debt falls within any (and if so which) of the categories of preferential debts under the Insolvency Act 1986	
10) Details of any documents by reference to which the debt can be substantiated	
11) 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>	
<b>Signature of creditor or person authorised to act on behalf of the creditor</b>	
<b>Name in block capitals</b>	
<b>Position with or relation to the creditor (e.g. director, company secretary, solicitor)</b>	
<b>Address of person signing (if different from 2 above)</b>	
<b>Date</b>	

*For office holder's use only*

<i>If applicable</i> Admitted to vote for: £	<i>If applicable</i> 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

# Notice to preferential creditors seeking decisions by correspondence

In accordance with rule 15.8 of the Insolvency (England and Wales) Rules 2016

Name of Company Formation Furniture Limited	Company Number 03223063
In the High Court of Justice Business and Property Courts of England and Wales Insolvency & Companies List (ChD)	Court case number CR-2020-002905

(a) Insert full names of administrators

We (a) Zelf Hussain, Peter Dickens and Julia Marshall of PricewaterhouseCoopers LLP, joint administrators of the company give notice to preferential creditors that we are seeking a decision by correspondence on the following resolutions

(b) Insert resolutions

1. THAT the administrators' fees be approved on a fixed fee basis of up to £240,000 plus VAT. These fees will be drawn after any prior ranking expenses of the administration have been paid.
2. THAT the costs shared across the Group are split as follows:  
Statutory advertising - split equally between the companies within the Group (4.55% per company)
3. THAT the following basis for charging category 2 expenses be approved:  
Photocopying - at 10 pence per side copied  
Mileage - At a maximum of:
  - petrol/diesel/hybrid - 64 pence per mile (up to 2,000cc) or 80 pence per mile (over 2,000cc)
  - full electric - 72 pence per mile
  - bicycle - 12 pence per mile
4. THAT the Joint Administrators' pre-appointment expenses of £1,976.36 be authorised to be paid as an expense of the administration.

We therefore invite you to vote on the above. To submit your vote please indicate below whether you are voting for or against each resolution and whether or not you want a committee to be established and return this notice to us by post at the address below, to be received by us by 23.59 hrs on (c) 26 October 2022 (the decision date).

In order to be entitled to vote we must receive from you by 23.59 hrs on the decision date, a proof in respect of your claim in accordance with the Insolvency (England and Wales) Rules 2016 (IR16), failing which your vote will be disregarded. A proof of debt form which you can use is available at [www.pwc.co.uk/bluegroup](http://www.pwc.co.uk/bluegroup).

(c) Insert date


If your debt is treated as a small debt in accordance with rule 14.31(1) IR16 (creditors with claims of £1,000 or less), you must still deliver a proof to us by 23.59 hrs on the decision date if you wish to vote.

If you have opted out from receiving notices you may nevertheless vote if you provide a proof as set out above.

Creditors who meet one of the thresholds in section 246ZE of the Insolvency Act 1986 may, within five business days from the date of delivery of this notice, require a physical meeting to

be held to consider the matter(s) set out above. The relevant thresholds are 10% in value of creditors, 10% in number of creditors, or 10 creditors.

A creditor may appeal a decision in accordance with rule 15.35 IR16 by applying to court not later than 21 days after the decision date.

Signed   
Joint administrator

Dated 5 October 2022

Administrators' postal address: Level 8, Central Square, 29 Wellington Street, Leeds LS1 4DL

Administrators' contact telephone number: 0113 289 4000

Address for correspondence

In accordance with rule  
15.9 of the Insolvency  
(England and Wales)  
Rules 2016

Name of Company Formation Furniture Limited	Company Number
In the High Court of Justice Business and Property Courts of England and Wales Insolvency & Companies List (ChD)	Court case number CR-2020-002905

**To be completed by creditor and returned to the postal address above if you wish to vote**

I/We \_\_\_\_\_

Company number (if creditor is a company) \_\_\_\_\_

Of \_\_\_\_\_

\_\_\_\_\_

vote as follows:

Insert creditor's name  
and address, and  
registered number if a  
company

	Delete as applicable *
<p><b>Resolution (1)</b></p> <p>THAT the administrators' fees be approved on a fixed fee basis of up to £240,000 plus VAT. These fees will be drawn after any prior ranking expenses of the administration have been paid.</p>	* for / against
<p><b>Resolution (2)</b></p> <p>THAT the costs shared across the Group are split as follows: Statutory advertising - split equally between the companies within the Group (4.55% per company)</p>	* for / against
<p><b>Resolution (3)</b></p> <p>THAT the following basis for charging category 2 expenses be approved:</p> <p>Photocopying - at 10 pence per side copied Mileage - At a maximum of</p> <ul style="list-style-type: none"> <li>- petrol/diesel/hybrid - 64 pence per mile (up to 2,000cc) or 80 pence per mile (over 2,000cc)</li> <li>- full electric - 72 pence per mile</li> <li>- bicycle - 12 pence per mile</li> </ul>	* for / against
<p><b>Resolution (4)</b></p> <p>THAT the Joint Administrators' pre-appointment expenses of £1,976.36 be authorised to be paid as an expense of the administration.</p>	

I/we enclose my/our proof of debt (if not previously submitted).

Signature of creditor or person authorised to act on behalf of the creditor:

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Name in block capitals:

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Position with or relation to the creditor (e.g. director, company secretary, solicitor):

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Date: \_\_\_\_\_