



To all known creditors and suppliers

24 March 2017

Our reference: RH/BrantanoRetail/AM013/wp20170322

Dear Sir or Madam

Brantano Retail Limited – in Administration (“the Company”)

I was appointed joint administrator of Brantano Retail Limited on 22 March 2017 together with my colleague Michael John Andrew Jervis. Formal notice of our appointment is enclosed.

We will shortly be issuing our statement of proposals to creditors explaining the purpose of the administration and how we expect it to be achieved. We’ll also provide more detail on the Company, reasons for its insolvency and likely outcome for creditors.

Our strategy for the business

The Company is continuing to trade under our control whilst we explore options for the business and prepare proposals to put to the creditors. I would remind you that as joint administrators we manage the Company’s affairs, business and property as its agents without personal liability.

We’re currently reviewing purchase orders issued by the Company before our appointment. We will contact relevant suppliers about those orders shortly. Please do not supply any goods ordered prior to 22 March 2017 without the authorisation of myself or one of my authorised representatives as noted below.

Goods and services supplied during the period of the administration will be paid for out of the assets coming into my hands, provided that the order is in writing and signed by one of the joint administrators or authorised representatives, whose specimen signatures appear below.

I should be grateful if, upon receipt of the first such order, you would open a new account in the name of “*Brantano Retail Limited (in Administration)*” for goods or services provided after my appointment against duly authorised orders.

It would be helpful if you could include the joint administrators’ order number on all invoices for goods and services supplied during the administration. Your co-operation will allow the business of the Company to continue with as little disruption as possible.

PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL
T: +44 (0) 1132 894 026, F: +44 (0) 1132 894 460, www.pwc.co.uk

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Amounts due to creditors at the date of administration

Please complete and return to the Company at this address the attached statement of claim. This will help to ensure that your claim is reflected in the statement of affairs which the director is required to prepare.

In order to assist me further please supply:

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

It is too early to give any indication of the prospects of return for creditors.

Reporting to creditors

As administrators we are required to prepare our proposals and explain whether we'll be seeking a decision of creditors on their approval (in accordance with the Insolvency (England and Wales) Rules 2016 that come into force on 6 April 2017).

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.

Restrictions on the rights of creditors

The making of an administration order restricts the rights of the creditors in a number of ways. In particular the rights to start or continue legal proceedings or to enforce security are suspended.

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

http://www.icaew.com/~media/corporate/files/technical/insolvency/creditors%20guides/2015/guide_to_administrators_fees_oct_2015.ashx

Please contact Mags Pollock on 0113 289 4026 or at pollock.mags@uk.pwc.com if you'd like a paper copy free of charge or have any questions.

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 attached proof of debt form or write to me at this address. This is part of our normal work and doesn't necessarily imply any criticism of the directors' actions.

I will be considering the possible sale of the Company's business and assets. So, I'll 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 'A S Barrell', written in a cursive style.

Anthony Steven Barrell
Joint Administrator
Acting as an agent of Brantano Retail Limited without personal liability

Anthony Steven Barrell and Michael John Andrew Jervis were appointed as joint administrators of Brantano Retail Limited on 22 March 2017 to manage its affairs, business and property as its agents and without personal liability. Anthony Steven Barrell and Michael John Andrew Jervis 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.



Authorised Signatories (subject to limits shown)

Tony Barrell
(no limit)

James Lewin
(no limit)

Christopher Bennett
(up to £10,000)

James Brewerton
(up to £10,000)

Milton Guffogg
(up to £2,000)

Amanda Wetz
(up to £2,000)

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**Brantano Retail Limited - in Administration
Proof of debt**

Please complete and return this form with supporting documentation as soon as possible to PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds LS1 4DL

Creditors whose claims are secured or preferential (in part or in whole) should provide details of their claim to the above address. However, they need not use this claim form.

1) Name of creditor	
2) Address of creditor for correspondence	
3) Registered number (if creditor is a company)	
4) Total amount of your claim (including VAT) and outstanding uncapitalised interest at the date the administration commenced*	£
5) Total value (including VAT) of any monies owed by you to the company in administration	£
6) Total amount of any payments received by you in relation to the claim after the administrators' appointment	£
7) If the amount in 4) includes outstanding uncapitalised interest, please state amount	£
8) Particulars of how and when the debt was incurred (please attach a continuation sheet if more space is needed)	
9) Particulars of any security held, the value of the security and the date it was given	
10) Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates	
11) Details of any documents by reference to which the debt can be substantiated	
12) Particular matters relating to the company's purchase of goods and services from you or any other matters that you feel should be reviewed (please provide on a separate sheet if needed)	
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

<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