



**To all known creditors**

16 April 2021

Our ref: ALD/CF/Extra/20210415/Committee

Dear Sirs

**Extra Energy Supply Limited - in administration ("the Company") Court reference 8325 of 2018**

I refer to the recent decision procedure by correspondence dated 26 March 2021, regarding the approval of the Joint Administrators' ("Administrators") request to increase their current fees estimate.

As part of this decision procedure, the Administrators were required to seek a decision from the general body of unsecured creditors as to whether the creditors wanted to establish a creditors' committee. As creditors had previously declined to appoint a committee, this resolution was put to creditors as a negative resolution, that no creditors committee be appointed. Creditors decided to reject that resolution.

The Administrators received nominations from certain creditors to be members of the creditors' committee, but insufficient nominations were received for a creditors' committee to be established. For a creditors' committee to be established there needs to be a minimum of three creditors with separate representatives and a maximum of five creditors represented.

I am therefore writing to invite creditors to submit nominations for the creditors' committee (should they wish to do so), to enable the formation of a creditors' committee.

Please therefore find attached a voting form in this respect. Should you wish to vote on this resolution, you will need to complete the voting form and return it to the address below, or by email to [alex.la.dell@pwc.com](mailto:alex.la.dell@pwc.com), no later than **23.59pm on 4 May 2021**.

In the event that you wish to nominate a creditor (other than yourself) to be a member of the creditors' committee, this must be accompanied by the creditor's consent to act on the committee (enclosed).

If you have any queries regarding this matter, please contact Alex La Dell at [alex.la.dell@pwc.com](mailto:alex.la.dell@pwc.com)

Yours faithfully  
For and on behalf of the Company

A handwritten signature in dark ink, appearing to read 'C Fearnley'.

Charlotte Fearnley  
For Matthew Hammond  
Joint administrator

*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)*

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.



*David Matthew Hammond and Edward Williams have been appointed as Joint Administrators of the Company to manage its affairs, business and property as its agents and act without personal liability. Both 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 may act as controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a processor on the instructions of the Joint Administrators. Personal data will be kept secure and processed only for matters relating to the Joint Administrators' appointment. Further details are available in the privacy statement on the PwC.co.uk website or by contacting the Joint Administrators.*

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# Notice to creditors seeking a decision by correspondence

Name of Company <b>Extra Energy Supply Limited</b>	Company Number <b>08053154</b>
In the <b>Business and Property Courts in Birmingham Insolvency and Companies List (ChD)</b> <small>(full name of court)</small>	Court case number <b>8325 of 2018</b>

(a) Insert full names of  
administrators

We (a) Matthew Hammond and Edward Williams  
joint administrators of the company give notice to creditors that we are seeking a decision by  
correspondence on the following resolution (b)

Whether a creditors' committee should be established if sufficient creditors are willing to be  
members.

(b) Insert resolutions

Information on the formation, rights, duties and functions of a committee can be found on the  
R3's website at the following link:

<http://www.creditorinsolvencyguide.co.uk/getting-involved/#involvedsix>

We are also inviting creditors to make nominations for membership of the creditors' committee,  
if one is established.

(c) Insert date

We therefore invite you to vote on the above. To submit your vote please indicate below whether  
you are voting for or against the resolution and whether or not you want a committee to be  
established and return this notice to us by post at the address below or by email to  
alex.la.dell@pwc.com, to be received by us by 23.59 hrs on (c) **4 May 2021** (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 attached.

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.

If you wish to nominate any creditor(s) to be members of a creditors' committee if creditors  
decide that a committee should be established, you must deliver your nomination to us by **4  
May 2021** A nomination can only be accepted if we are satisfied as to the creditor's eligibility  
under rule 17.4 IR16.

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

A handwritten signature in blue ink, appearing to read 'Matthew Hammond', with a stylized flourish at the end.

Matthew Hammond  
Joint administrator

Dated 16 April 2021

Administrators' postal address: PwC LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL

Administrators' contact telephone number: 0113 289 4000

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

Name of Company <b>Extra Energy Supply Limited</b>	Company Number <b>08053154</b>
In the <b>Business and Property Courts in Birmingham</b> <b>Insolvency and Companies List (ChD)</b>  (full name of court)	Court case number <b>8325 of 2018</b>

## 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 \_\_\_\_\_  
\_\_\_\_\_

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

vote as follows:

	<b>Delete as applicable *</b>
<b>Resolution (1)</b> THAT a creditors' committee be established if sufficient creditors are willing to be members.	<b>* for / against</b>
<b>Committee member:</b> I/we nominate [creditor to insert name of creditor*] _____ to be a member of the committee if one is established. <small>*If you wish to nominate a creditor to be a member of a committee if one is established, please insert here the name of that creditor. A creditor can nominate themselves or another creditor. If the creditor is a company you must insert the company's name</small>	
<b>Committee member's consent to act and representative:</b> I/we consent to act as a member of the committee and authorise [insert representative's name here*] _____ to represent me/us on the committee with authority to act generally. <small>* A creditor which is a company or other body corporate must be represented by an individual. A creditor who is an individual can be represented by another individual but does not need to be. If you don't insert the name of a representative, the nominated creditor can still be represented on any committee, but may need to provide a letter of authority to the representative before they can act. A representative may be authorised to act either generally or specifically. If you wish to authorise your representative to act specifically, please amend the authority above and state in what respect they are authorised to act.</small>	

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: \_\_\_\_\_

**Extra Energy Supply Limited - in Administration**  
**Proof of debt**

**Please complete and return this form with supporting documentation as soon as possible to , Extra Energy Supply Limited – in Administration, 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