



To all known creditors

8 October 2019

Our ref: JM/RT/TU/D355Dv2017

Dear Sirs

Marcus Worthington and Company 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, Peter David Dickens and I were appointed joint administrators of the Company on 30 September 2019. We will manage the Company’s affairs, business and property as its agents and without personal liability.

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.

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.

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.

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 waiting for the directors’ statement of affairs and we’ll circulate our proposals as soon as possible.

Creditors whose claims include VAT may be able to obtain VAT bad debt relief six months after the taxable supply. If you aren’t familiar with the procedure you should contact your local VAT office.

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:

*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*



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

Please contact James Moran on 0113 289 4067 or at james.moran@pwc.com if you'd like a paper copy free of charge or have any questions.

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 James Moran at the address listed above or by e-mail to: creditorsenquiries@uk.pwc.com.

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. 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 shall be pleased to hear from anyone who may be a potential buyer.

Yours faithfully
For and on behalf of the Company

Rebecca Tidmarsh
For Toby Scott Underwood
Joint Administrator

Enclosures: AMO1
Proof of debt form

Toby Scott Underwood and Peter David Dickens have been appointed as joint administrators of Marcus Worthington and Company Limited 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 Data Controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as 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 of administrator's appointment



For further information, please refer to our guidance at www.gov.uk/companieshouse

1 Company details	
Company number	0 1 2 3 0 4 4 5
Company name in full	Marcus Worthington and Company Limited
→ Filling in this form Please complete in typescript or in bold black capitals.	
2 Court details	
Court name	Business and Property Courts of England and Wales Manchester District Registry Insolvency and Companies List (ChD)
Court number	C R 2 0 1 9 M A N 0 0 0 9 8 3
3 Administrator's name	
Full forename(s)	Toby Scott
Surname	Underwood
4 Administrator's address	
Building name/number	Central Square
Street	29 Wellington Street
Post town	Leeds
County/Region	
Postcode	L S 1 4 D L
Country	United Kingdom
5 Administrator's email address or telephone number ^①	
Email address	james.moran@pwc.com
Telephone number	0113 289 4067
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 2 7 0

AM01

Notice of administrator's appointment

7 Administrator's name ①	
Full forename(s)	Peter David
Surname	Dickens
① Other administrator Use this section to tell us about another administrator.	


8 Administrator's address ②	
Building name/number	1
Street	Hardman Square
Post town	Manchester
County/Region	
Postcode	M 3 3 E B
Country	United Kingdom
② Other administrator Use this section to tell us about another administrator.	

9 Administrator's email address or telephone number ③	
Email address	james.moran@pwc.com
Telephone number	0113 289 4067
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	1 3 2 1 0

11 Statement of appointment	
I confirm the appointment of the administrator(s) on	
Date	^d 3 ^d 0 ^m 0 ^m 9 ^y 2 ^y 0 ^y 1 ^y 9

12 Name of person, body or court appointing administrator	
Person, body or court name	Cumberland Building Society - qualifying floating charge holder

13 Sign and date	
Administrator's signature	
Signature date	^d 0 ^d 1 ^m 1 ^m 0 ^y 2 ^y 0 ^y 1 ^y 9

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	James Moran
Company name	PricewaterhouseCoopers LLP
Address	Central Square 29 Wellington Street
Post town	Leeds
County/Region	
Postcode	L S 1 4 D L
Country	United Kingdom
DX	
Telephone	0113 289 4067



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 or email 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

**Marcus Worthington and Company Limited – in administration (“the Company”)
Proof of debt**

Please complete and return this form with supporting documentation as soon as possible to: Marcus Worthington and Company Limited, c/o PricewaterhouseCoopers LLP, 8th Floor, Central Square, 29 Wellington Street, Leeds, LS1 4DL, United Kingdom.

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



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: creditorenquiries@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.

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

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Notice of general use of website to deliver documents

(a) If the company is incorporated outside the UK or is an unregistered company comply with rule 1.6 IR16

Name of company

Marcus Worthington and Company Limited – in administration

Company number

01230445

In the
Business and Property Courts of England and Wales,
Manchester District Registry, Insolvency and Companies
List (ChD)

(full name of court)

Court case number

CR-2019-MAN-000983

(b) Insert full names of officeholders

We (b) Toby Scott Underwood and Peter David Dickens the joint administrators of the Company give notice that future documents in the administration other than those set out in the Excluded Documents box below will be made available to creditors and members for viewing and downloading on a website without notice. We will not be obliged to deliver any such documents to the recipient of this notice unless requested to do so by that person.

Excluded Documents:

This notice does not apply to the following documents which we will send to you or notify you by way of a specific notice that it is available for viewing and downloading on a website:

- (i) a document for which personal delivery is required;
- (ii) a notice under rule 14.29 IR16 of intention to declare a dividend; and
- (iii) a document which is not delivered generally.

The website address is (c) www.pwc.co.uk/mwcl

(d) There is no password required to view any documents on the website. Documents will be available on the website until at least two months after the end of the administrations or the last person to hold office as the administrator obtains their release.

(c) Insert website address

You may at any time request a hard copy of any or all of the following:

- i) documents currently available for viewing on the website
- ii) future documents which may be made available there

(d) Insert password as required

by (e) - writing to the address below; or
- emailing creditorsenquiries@uk.pwc.com (*)

(e) Insert postal address, telephone number and e-mail for hard copy requests

(*) When submitting a request by e-mail, please include in the email subject box the name of the insolvent company and, in the body of the e-mail, the creditor's / members' name and postal address, if different from the address to which this notice was delivered. Please use the above email address to request hard copies only and not for general queries.

Dated 7 October 2019

Address for correspondence

Joint Administrators' postal address: PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL. Contact telephone number: 0113 289 4162