Littleton Property Services 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) *(If not registered in the UK, please state the country or territory it is registered in and any overseas company registration number)*	
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 Joint Administrators appointment; and Total value (including VAT) of any monies due by you to the company in Administration **Balance of claim**	(a) £ (b) £ (c) £ = a-b-c **£**
5) If the amount in 4) includes outstanding capitalised interest, please state amount	£
6) Particulars of how and when the debt was incurred *(please attach a continuation sheet if more space is needed)*	
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 *(please continue 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

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