



To all known creditors

1 December 2016

Our ref: TB/LC/20161201/LBT/D355D

Dear Sirs

Lloyds British Testing Limited - in administration (“the Company”)

I'm writing to tell you that Matthew Hammond, David Baxendale and I were appointed joint administrators of the Company on 24 November 2016. I enclose formal notice on Form 2.12B.

The purchase orders issued by the Company before my appointment are being reviewed and I will be contacting the suppliers concerned regarding these orders. In the meantime please do not supply any goods ordered prior to my appointment without my authorisation.

Amounts due to creditors at the date of appointment

Please complete and return to the Company at this address the attached statement of claim.

In order to assist me further please supply details of: -

- Any outstanding orders
- Any Company property you hold
- 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 administrator I must prepare proposals for distribution to all known creditors providing the information required by Rule 2.33 of the Insolvency Rules 1986 as soon as reasonably practicable and, in any event within 8 weeks of the date of my appointment. These will be accompanied by a notice convening a meeting of creditors or, depending upon the circumstances, an explanation as to why no meeting is required. You will receive notification of any creditors meeting with a copy of my proposals in due course.

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.

*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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Creditors' rights

In accordance with Statement of Insolvency Practice No.9, an explanatory note of creditors' rights in relation to the joint administrators' remuneration and expenses can be found at:

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

Please contact Tuneet Bahi on 0113 289 4759 if you would like a paper copy.

Restrictions on the rights of creditors

The joint administrators' appointment restricts the rights of creditors in a number of ways. In particular the rights to start or continue legal proceedings or to enforce security are suspended. Paragraph 43 of Schedule B1 to the Insolvency Act 1986 makes clear that goods in the possession of the Company cannot be repossessed without the consent of the court or the administrator.

Directors' conduct

One of our duties is to look at the actions of anybody who has been a director of the Company in the 3 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 claim 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. So I shall be pleased to hear from any person who may be interested in acquiring the business and assets.

Yours faithfully
For and on behalf of the Company

David Cheverton
For Michael Denny
Joint administrator

Enclosures: Form 2.12B
 Statement of claim form

Michael Denny, David Baxendale and Matthew Hammond have been appointed as Joint Administrators of Lloyds British Testing Limited to manage its affairs, business and property as agents and without personal liability. Michael Denny, David Baxendale and Matthew Hammond 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.

Lloyds British Testing Limited - in Administration – statement of claim

Creditor's name and address.	
Registered number (if creditor is a company)	
<p>Claim amount</p> <ul style="list-style-type: none"> • Total amount of your claim (including VAT) at the date the administration commenced*<i>[or, if the company was in liquidation when it entered administration, at the date the prior liquidation commence]</i>. • Any payment received by the creditor in relation to the claim after the appointment of the administrators <i>[or, if applicable, prior liquidators]</i> • Total value (including VAT) of any monies owed by the creditor to the company. • Total value (including VAT) of any retention of title in respect of any goods to which the debt relates 	<p>£</p> <p>£</p> <p>£</p> <p>£</p>
Please provide details of any documents that substantiate your claim including where applicable, details of any reservation of title. If available, please attach a statement of account.	
What goods or services did you provide?	
<p>If you have security for your debt, please provide details of the type and value of the security, the date it was given, and provide details of how you have valued your security.</p> <p>If no security held, leave this section blank.</p>	
<p>We have a duty as administrators to consider the conduct of the directors prior to our appointment. Are there any particular matters relating to the purchase of goods and services from yourselves, or any other matters that you feel should be reviewed?</p> <p>If so, please provide brief details on this form, or on a separate sheet if there is insufficient room.</p>	
Signature of creditor or person authorised to act on behalf of the creditor.	Date
Name in block capitals.	
Position with or relation to the creditor (e.g. director, company secretary, solicitor).	

/D355Ev2

* 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 Act 1986

**Notice of administrator's
appointment****2.12B**

Name of Company Lloyds British Testing Limited	Company Number 04444099
In the High Court of Justice, Chancery Division, Manchester District Registry (full name of court)	Court case number 3117 of 2016

(a) Insert full names
and addresses

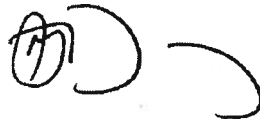
We (a) Michael Thomas Denny and David Matthew Hammond of PricewaterhouseCoopers LLP, Cornwall Court, 19 Cornwall Street, Birmingham, B3 2DT and David Robert Baxendale of PricewaterhouseCoopers LLP, 7 More London, Riverside, London, SE1 2RT

give notice that we were appointed as administrators of the above company on:

(b) Insert date

(b) 24 November 2016

Signed



Michael T Denny

Dated 30 November 2016

Joint Administrators (IP Nos 1958, 9355, 10972)