Rea Valley Tractors Limited – in Administration ("the Company")
Appointment date: 10 September 2025

RETENTION OF TITLE CLAIM QUESTIONNAIRE

It is imperative that the questions set out below are answered as fully as possible so that your retention of title claim may be properly investigated without protracted correspondence. Your assistance will be appreciated.

SUPPLIER	SOLICITOR ACTING FOR SUPPLIER
Company:	Firm:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Name of contact:	Name of contact:

1. Did your terms and conditions of sale contain a Retention of Title clause?

NO	If not, you will not be able to pursue a claim and should advise us accordingly
YES	Please provide a copy of your terms and conditions

2. Please indicate how and when your terms and conditions were communicated to the Company:

   ☐ EXPRESS WRITTEN AGREEMENT
   Please provide a copy

   ☐ WRITTEN NOTICE PRIOR TO DELIVERY
   Please forward a blank original set of documents containing your terms and conditions which applied to the sale(s)

   ☐ OTHER
   Please provide details:

3. Please state below the written evidence you have that your terms and conditions were accepted by the Company?
   Please attach a copy of the evidence.

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4.   Please provide a brief description of the goods you supplied to the Company

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| |

5.   Have you attended at the Company's premises and produced an inventory and valuation of goods to which you claim ownership? The inventory should be signed by a representative of your firm and someone authorised by the Administrators

NO	Please contact us as soon as possible to arrange a site visit.
YES	Please ensure that a copy of the inventory is attached

6.   Does the Company have on its premises any goods supplied by you to which your Retention of Title clause applies?

NO	
YES	Please ensure that a copy of the inventory is attached

7.   Please state below how you are able to identify that the goods on the Company's premises were supplied by you?

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| |

8.   Can the goods on the inventory be identified as having been supplied on specific invoices?

NO				
YES	If so, please explain how such a reconciliation can be made and provide a schedule identifying inventory goods against specific UNPAID invoices in the following format:			
Invoice number	Invoice date	Inventory item	Identification marks	Item value £

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9.   Please state the total debt the company owes you.
       PLEASE ENCLOSE A CURRENT STATEMENT

       £ [   ]

10.   Does your debt include VAT?   ☐ No

                                       ☐ Yes at standard rate

                                       ☐ Yes at alternative rate

11.   Please supply copies of the following items relating to the goods claimed:

       (a)   The order(s)

       (b)   Acknowledgement(s) of the order(s)

       (c)   Your delivery note(s)

       (d)   Your invoice(s)

       (e)   Any confirmation received from the Company following receipt of your invoice(s)

12.   If the orders were not made in writing, please state:
       (Please provide a separate schedule if more space is required)

       (a)   How orders were placed

       [   ]

       (b)   The dates thereof

       [   ]

       (c)   By whom they were placed

       [   ]

       (d)   The date(s) the goods were delivered

       [   ]

13.   Please supply any other evidence you can offer to demonstrate that any contract between the Company and yourselves incorporated the clause you have notified to us in 1 above

       [   ]

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14 Are you also a customer of the Company or otherwise owe it any sum?
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NO	
YES	If so, please confirm the amount your records show are due from you to the Company £ _____

The completed questionnaire and supporting documentation should be emailed to [who]