



## **To all suppliers and creditors**

6 December 2018

Our ref: AL/AT/20181206/Utilityprofessional

Dear Sirs

## **Utility Professional Business Operations 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 Matthew Hammond, Ian Green and I were appointed joint administrators of the Company on 4 December 2018. We will manage the Company's affairs, business and property as its agents and without personal liability.

Should you have any general queries or need further information please note that we have set up a dedicated website at [www.pwc.co.uk/extraenergy](http://www.pwc.co.uk/extraenergy)

### **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, PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL.

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.

### **Proposals**

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 formulating our strategy regarding asset realisations, the debtor recovery process and we're waiting for the Director's statement of affairs, so we'll circulate our proposals as soon as possible. We'll also give notice of a creditors' meeting or tell you why a meeting isn't being held.

**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.



### **Use of Website**

Attached to this letter is a general website notice. This means that all our future correspondence, including our proposals and six-monthly progress reports, will be uploaded directly to [www.pwc.co.uk/extraenergy](http://www.pwc.co.uk/extraenergy) in the future.

### **Requesting paper copies**

As detailed in the attached notice, please contact Alexander Milton on 0113 289 4000 or at [extra.suppliers@uk.pwc.com](mailto:extra.suppliers@uk.pwc.com) if you'd like a paper copy free of charge or have any questions.

### **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:

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

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 Alexander Milton at PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL or by e-mail to: [creditorenquiries@uk.pwc.com](mailto:creditorenquiries@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 proof of debt form or write to me at this address, PricewaterhouseCoopers LLP, Central Square, 29 Wellington Street, Leeds, LS1 4DL. This is part of our normal work and doesn't necessarily imply any criticism of the directors' actions.

Should you have any queries arising from this letter, please do not hesitate to contact us via [extra.suppliers@uk.pwc.com](mailto:extra.suppliers@uk.pwc.com).



Yours faithfully  
For and on behalf of the Company

A handwritten signature in blue ink, appearing to read 'Alex Lynch', written over the printed name.

Alexandra Lynch  
for Michael Thomas Denny  
Joint administrator

Enclosures: AM01 Notice of administrator's appointment  
Proof of debt form  
General Use of Website Notice  
Information provided to creditors on opting out

*Michael Thomas Denny, David Matthew Hammond and Ian David Green have been appointed as joint administrators of the Company to manage its affairs, business and property as its agents without personal liability. All are licensed in the United Kingdom to act as an insolvency practitioner by ICAEW. 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](http://PwC.co.uk) website or by contacting the joint administrators.*

**Utility Professional Business Operations Limited - in Administration**  
**Proof of debt**

Please complete and return this form with supporting documentation as soon as possible to , Utility Professional Business Operations 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

In accordance with rule 1.50  
of the Insolvency (England  
and Wales) Rules 2016  
(IR16)

## 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

Extra Energy Supply Limited  
Utility Professional Business Operations Limited

Company number

08053154  
08656255

In the

High Court of Justice  
Business and Property Courts in Birmingham  
Insolvency & Companies List (ChD)

(full name of court)

Court case number

8325 of 2018  
8340 of 2018

(b) Insert full names of  
officeholders

We (b) Michael Denny, David Matthew Hammond and Ian Green, joint administrators of the companies, give notice that future documents in the administrations other than those set out in the Excluded Documents box below will be made available to creditors 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:*

(c) Insert 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.

(d) Insert password as  
required

The website address is (c) [www.pwc.co.uk/extraenergy](http://www.pwc.co.uk/extraenergy)

(d) The password required to view and download any documents which are password protected is: [REDACTED]

Documents will be available on the website until at least two months after the end of the administration or the last person to hold office as the administrator obtains their release.

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

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

by (e) - writing to the address below; or  
- telephoning Alexander Milton on 0113 289 4000; or  
- emailing [creditorenquiries@uk.pwc.com](mailto:creditorenquiries@uk.pwc.com) (\*)

(\*) 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 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: 6 December 2018

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

Administrators' contact telephone number: 0113 289 4000

Address for  
correspondence





## **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](mailto: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) 113 289 4000, F: +44 (0) 113 289 4460, [www.pwc.co.uk](http://www.pwc.co.uk)

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# AM01

## Notice of administrator's appointment



Companies House

For further information, please  
refer to our guidance at  
[www.gov.uk/companieshouse](http://www.gov.uk/companieshouse)

### 1 Company details

Company number 0 8 6 5 6 2 5 5

Company name in full Utility Professional Business Operations Limited

→ Filling in this form  
Please complete in typescript or in  
bold black capitals.

### 2 Court details

Court name Business and Property Courts in Birmingham

Court number 8 3 4 0 o f 2 0 1 8

### 3 Administrator's name

Full forename(s) Michael Thomas

Surname Denny

### 4 Administrator's address

Building name/number 19

Street Cornwall Street

Post town Birmingham

County/Region West Midlands

Postcode B 3 2 D T

Country United Kingdom

### 5 Administrator's email address or telephone number <sup>①</sup>

Email address alexander.milton@pwc.com

Telephone number 0113 289 4036


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 1 9 3 1 0

AM01

## Notice of administrator's appointment

<b>7 Administrator's name <sup>①</sup></b>		<b>① Other administrator</b> Use this section to tell us about another administrator.
Full forename(s)	David Matthew	
Surname	Hammond	
<b>8 Administrator's address <sup>②</sup></b>		<b>② Other administrator</b> Use this section to tell us about another administrator.
Building name/number	19	
Street	Cornwall Street	
Post town	Birmingham	
County/Region	West Midlands	
Postcode	B 3 2 D T	
Country		
<b>9 Administrator's email address or telephone number <sup>③</sup></b>		<b>③ You must give an email address or telephone number. All information on this form will appear on the public record.</b>
Email address	alexander.milton@pwc.com	
Telephone number	0113 289 4036	
<b>10 Insolvency practitioner number</b>		
Insolvency practitioner number	9 3 5 5	
<b>11 Statement of appointment</b>		
I confirm the appointment of the administrator(s) on		
Date	<sup>d</sup> 0 <sup>d</sup> 4 <sup>m</sup> 1 <sup>m</sup> 2 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 8	
<b>12 Name of person, body or court appointing administrator</b>		
Person, body or court name	Directors of the Company	
<b>13 Sign and date</b>		
Administrator's signature	Signature X  X	
Signature date	<sup>d</sup> 0 <sup>d</sup> 6 <sup>m</sup> 1 <sup>m</sup> 2 <sup>y</sup> 2 <sup>y</sup> 0 <sup>y</sup> 1 <sup>y</sup> 8	



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 Alexander Milton

Company name PricewaterhouseCoopers LLP

Address 8th Floor Central Square

29 Wellington Street

Post town Leeds

County/Region West Yorkshire

Postcode L S 1 4 D L

Country United Kingdom

DX

Telephone 0113 289 4036



**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](http://www.gov.uk/companieshouse) or email [enquiries@companieshouse.gov.uk](mailto: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](http://www.gov.uk/companieshouse)

In accordance with  
Rule 3.27 of the  
Insolvency (England  
& Wales) Rules 2016  
& paragraph 46(4) of  
Schedule B1 to the  
Insolvency Act 1986.

## AM01 - continuation page

### Notice of administrator's appointment

#### 1 Company details

Company number 0 8 6 5 6 2 5 5

Company name in full Utility Professional Business Operations Limited

#### 2 Administrator's name

Full forename(s) Ian David

Surname Green

#### 3 Administrator's address

Building name/number 7

Street More London Riverside

Post town London

County/Region

Postcode S E 1 2 R T

Country United Kingdom

#### 4 Administrator's email address or telephone number <sup>①</sup>

Email address alexander.milton@pwc.com

Telephone number 0113 289 4036

<sup>①</sup> You must give an email address or telephone number. All information on this form will appear on the public record.

#### 5 Insolvency practitioner number

Insolvency practitioner number 9 0 4 5