

Our ref: CVLMALL/SH/BW/SJ/ES/040

31 October 2016

T 020 7702 9775  
F 0845 094 1160

TO ALL KNOWN CREDITORS

[www.resolvegroupuk.com](http://www.resolvegroupuk.com)

Dear Sirs

**MALLETTS SOLICITORS LIMITED (the Company)**

I write further to my letter to creditors dated 19 October 2016.

Please be advised the creditors' meeting convened for Friday 28 October 2016 at 11.30am has been postponed to Friday, 11 November 2016 at 11:30am.

As you may be aware, the directors of the Company, having regard to its financial position, have decided to commence Liquidation proceedings. Accordingly, I have been requested by the directors to assist in convening a meeting of the Company's creditors to be held at my office on 11 November 2016 at 11:30am, pursuant to the provisions of Section 98 of the Insolvency Act 1986.

Please find enclosed the following documents:

- Notice of the meeting of creditors
- Form of proxy. Should you wish to vote at the meeting (unless you are an individual attending in person) this should be completed and returned to these offices by the time stated in the attached Notice, and
- Proof of Debt form. Please complete and return this form, attaching a statement of your account and copy invoices to enable your vote to count.

Please be advised a guide to Liquidators' fees is available at [www.resolvegroupuk.com/resources/](http://www.resolvegroupuk.com/resources/). The relevant guide can be found under Creditor Guides then Insolvencies after 1 October 2015. Should you require a hard copy please request one from this office, and one will be sent to you free of charge.

A resolution specifying the terms on which the proposed Liquidators are to be remunerated will be sought from the creditors of the Company at a separate meeting by correspondence to be convened in due course. Additionally, the meeting may receive information about, or be called to approve, the cost of preparing the Statement of Affairs and convening the meeting.

At **Appendix I** to this letter is my firm's Charge-out rate and disbursement policy for your attention.

A general meeting of the Company's members has been called for 11 November 2016 at 11:00am, just prior to the creditors' meeting, at which a resolution for voluntary winding up is to be proposed.

For avoidance of doubt, a members' meeting will often require between 14 and 21 days' notice in accordance with a company's articles. If sufficient of the members consent in writing, this meeting can be called on short notice, bringing the meeting forward to the same day as the provision of the consent. Practically this is often done to coincide with the creditors' meeting. A creditors' meeting called under section 98 of the Insolvency Act 1986 may be convened at seven days' notice.

## **Retention of title claims**

If you believe you have a reservation of title claim to goods supplied to the company please notify this office immediately in writing to arrange to inspect your goods and agree an inventory of the items held.

## **Investigations**

One of the tasks of an appointed liquidator is to investigate the affairs of the Company and the actions of the directors in the time leading up to the liquidation appointment. In addition, a liquidator is empowered to investigate whether the Company has any assets that may be recovered for the benefit of the creditors. If a creditor has any information that they wish to bring to my attention at this stage, please would they make me aware of it by contacting my office.

Finally, I confirm, as an authorised insolvency practitioner, that I, along with my fellow principals, partners and staff that are also authorised to act as insolvency practitioners are bound by the Insolvency Code of Ethics when carrying out professional work relating to an insolvency.

Should you have any queries, or wish to make us aware of matters of concern to you that you would wish to be investigated in any appointment, please do not hesitate to contact Evelyn Sanchez of this office.

Yours faithfully



Simon Harris  
**ReSolve Partners Limited**

***For enquiries regarding this correspondence please contact:***

Contact name: Evelyn Sanchez  
Phone number: 020 3051 2055  
Email: [evelyn.sanchez@resolvegroupuk.com](mailto:evelyn.sanchez@resolvegroupuk.com)

Cameron Gunn, Mark Supperstone, Simon Harris and Ben Woodthorpe are licensed in the United Kingdom by the Institute of Chartered Accountants in England and Wales

## Charge-out Rates and Disbursement Policy

### Schedule of current charge-out rates

Where the basis of remuneration is on a time costs basis (as opposed to a fixed fee or percentage basis), time properly incurred by ReSolve is charged to the assignment at the hourly rate prevailing at the time. Time is recorded in units of six minutes each, so ten per hour. The current hourly charge-out rates are outlined below:

Staff grade	Rate per hour (£)
Principal	510
Director	415
Senior Manager	395
Manager	340
Assistant Manager	305
Senior Administrator	255
Administrator	195
Junior Administrator	145

Secretarial and support staff are not charged to the cases concerned, being accounted for as an overhead of ReSolve.

### Disbursements policy

Separate charges are made in respect of directly attributable expenses (Category 1 disbursements) such as third party travelling, postage, photocopying, statutory advertising and other expenses made on behalf of the assignment.

Indirect charges (known as Category 2 disbursements) for which approval would need to be provided, are charged as follows:

- Photocopying 20 pence per sheet
- Mileage 45 pence per mile

Company number: 07121475

**THE INSOLVENCY ACT 1986**

**Company Name:** Malletts Solicitors Limited

**Registered Office:** 17 Tuesday Market Place, King's Lynn, Norfolk, PE30 1JN

**Trading Address:** 17 Tuesday Market Place, King's Lynn, Norfolk, PE30 1JN

**NOTICE IS HEREBY GIVEN** pursuant to Section 98 of the Insolvency Act 1986 that a Meeting of the Creditors of the above named Company will be held at the offices of ReSolve Partners Limited, 48 Warwick Street, London, W1B 5NL on 11 November 2016 at 11.30am for the purposes mentioned in Section 99 to 101 of the said Act.

A list of the names and addresses of the Company's creditors will be available for inspection free of charge at the offices of ReSolve Partners Limited, 48 Warwick Street, London, W1B 5NL between 10.00am and 4.00pm on the two business days preceding the date of the creditors meeting.

Any creditor entitled to attend and vote at this meeting is entitled to do so either in person or by proxy. Creditors wishing to vote at the meeting must (unless they are individual creditors attending in person) lodge their proxy at the offices of ReSolve Partners Limited, 48 Warwick Street, London, W1B 5NL no later than 12 noon on 10 November 2016.

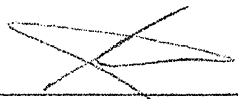
Unless there are exceptional circumstances, a creditor will not be entitled to vote unless his written statement of claim, ('proof'), which clearly sets out the name and address of the creditor and the amount claimed, has been lodged and admitted for voting purposes. Whilst such proofs may be lodged at any time before voting commences, creditors intending to vote at the meeting are requested to send them with their proxies.

Unless they surrender their security, secured creditors must give particulars of their security, the date when it was given and the estimated value at which it is assessed if they wish to vote at the meeting.

The meeting may receive information about, or be called upon to approve, the costs of preparing the statement of affairs and convening the meeting.

Dated:

By Order of the Board

  
\_\_\_\_\_  
Richard Mallett  
Director

## Proxy (Creditors' Voluntary Winding-up)

Malletts Solicitors Limited (the Company)

Name of Creditor \_\_\_\_\_

Address \_\_\_\_\_

Name of Proxy Holder

Please insert name of person (who must be 18 or over) or the Chairman of the Meeting. If you wish to provide for alternative proxy holders in the circumstances that your first choice is unable to attend please state the name(s) of the alternatives as well

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

Please delete words in brackets if the proxy holder is only to vote as directed i.e. he has no discretion

I appoint the above person to be special/general (please delete as appropriate) my/the creditor's proxy holder at the meeting of creditors to be held at 11:30am on 11 November 2016, or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any resolution for which no specific instruction is given, may vote or abstain at his/her discretion).

Voting Instructions for resolutions

\*Please delete as appropriate

1) For the appointment of \_\_\_\_\_

Of \_\_\_\_\_ as Joint Liquidators of the Company.

In the event of a person named in paragraph one withdrawing or being eliminated from any vote for the appointment of a Joint Liquidator the proxy-holder may vote or abstain in any further ballot at his / her discretion

Any other resolutions which the proxy-holder is to propose or vote in favour of or against should be set out in numbered paragraphs in the space provided below paragraph 1. If more room is required please use the other side of this form

This form must be signed

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name in CAPITAL LETTERS \_\_\_\_\_

Only to be completed if the creditor has not signed in person

Position with creditor or relationship to creditor or other authority for signature \_\_\_\_\_

Remember: there may be resolutions on the other side of this form



## PROOF OF DEBT - GENERAL FORM

## MALLETTS SOLICITORS LIMITED

1.	Name of Creditor (If a company please also give company registration number)	
2.	Address of Creditor	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into liquidation	£
4.	Details of any document by reference to which the debt can be substantiated. [Note the Liquidator may call for any document or evidence to substantiate the claim at his discretion]	
5.	If the total amount shown above includes Value Added Tax, please show:-  (a) amount of Value Added Tax (b) amount of claim NET of Value Added Tax	£ £
6.	If total amount above includes outstanding uncapitalised interest please state amount	£
7.	If you have filled in both box 3 and box 5, please state whether you are claiming the amount shown in box 3 or the amount shown in box 5(b)	
8.	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 section 386 of, and schedule 6 to, the Insolvency Act 1986 (as read with schedule 3 to the Social Security Pensions Act 1975)	Category  Amount(s) claimed as preferential £
9.	Particulars of how and when debt incurred.	
10.	Particulars of any security held, the value of the security, and the date it was given	£
11.	Signature of creditor or person authorised to act on his behalf	
	Name in BLOCK LETTERS	
	Position with or relation to creditor	