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Business Restructuring  
55 Baker Street  
London W1U 7EU

TO ALL KNOWN INVESTORS AND CREDITORS

24 July 2018

Dear Sir(s)

**Collateral (UK) Limited**  
**Collateral Sales Limited**  
**Collateral Security Trustee Limited**  
(together "the Companies") - All in Administration

I refer to my appointment as Joint Administrator in relation to the Companies, and write to convene a Decision Procedure in respect of the formation of a Creditors' Committee ("Committee").

Following the circulation of the Joint Administrators' Proposals on 21 June 2018, investors and creditors resolved that a Committee be formed. The purpose of the Committee is to represent the interests of investors and creditors as a whole, rather than just the interests of its individual members. The role of the Committee is to assist the Joint Administrators in discharging their functions and obligations, and will include liaising with the Joint Administrators in relation to matters of strategy, determining the basis and level of the Joint Administrators' fees, and generally acting as a sounding board for the Joint Administrators to obtain views on matters pertaining to the administrations.

As outlined in the Joint Administrators' Proposals, a Committee must comprise between three and five investor and/or creditor members. Thirteen nominations were received from investors in response to the Joint Administrators' Proposals, which is more than the maximum number of members allowed.

The Joint Administrators are therefore reverting to the general body of investors and creditors to determine the membership of the Committee by a Decision Procedure by correspondence. Investors and creditors have the opportunity to indicate which of the thirteen nominees they wish to participate in the Committee by completing the attached postal resolution and emailing a copy of the resolution to [investorcollateral@bdo.co.uk](mailto:investorcollateral@bdo.co.uk), or by returning it to the Joint Administrators' office. Investors and creditors may only vote for one of the thirteen nominees listed in Appendix 1.

**Please note that it is not mandatory for investors and creditors to vote in relation to the constitution of the Committee; this does not affect in any way investors' and creditors' rights to recovery from trust assets and/or other assets belonging to the Companies. However, all investors and creditors are welcome to vote by completing and returning the attached form of resolution.**



I enclose the following documents in respect of the proposed nominations for membership of the Committee:

1. Appendix 1: a list of the 13 nominees for the Committee, in alphabetical order (by surname).
2. Appendix 2: brief background information provided by each nominee, so that investors and creditors are in a position to make a better informed decision.
3. Appendix 3: formal Notice of a Decision Procedure, including a voting form in which investors and creditors can vote for their preferred Committee nominee.

Please note that, if you have not already done so, you will need to send a proof of debt form, enclosed at Appendix 4, for your postal resolution to be included in the Decision (i.e. if you have already provided a proof of debt form when voting on the Joint Administrators' Proposals, it is not necessary to do so again now).

As set out in clause 16.1 of the Proposals, for those investors that do not presently hold details of the exact sums that they are owed, they may use the pre-completed proof of debt forms that have previously been sent to all investors by the Joint Administrators.

As recorded in the formal Notice of Decision Procedure, if certain thresholds are reached, investors and creditors may requisition a physical meeting to consider this resolution by writing to me within 5 business days. In this respect, the minimum number of investors and/or creditors required to requisition a meeting is any of the following: (a) 10% in value of the investors/creditors; or (b) 10% in number of the investors/creditors; or (c) 10 investors/creditors.

Please contact [investorcollateral@bdo.co.uk](mailto:investorcollateral@bdo.co.uk) should you have any queries in relation to the contents of this letter.

Yours faithfully  
For and on behalf of  
The Companies

A handwritten signature in black ink, appearing to read "Shane Crooks".

Shane Crooks  
Joint Administrator  
Authorised by the Institute of Chartered Accountants in England & Wales in the UK

**Appendix 1****List of nominees for membership of the Creditors' Committee:**

1. Mr Rodney Buckland
2. Mr Adam Bunch
3. Mr Andrei Dikouchine of 3S Capital Partners B.V.
4. Mr Scott Gorman
5. Mr Roy Hughes
6. Mr Peter Hunt
7. Mr Peter Lawrence
8. Mr Anthony Leech
9. Mr Graham Martin of BondMason Client Limited
10. Dr Avi Rapaport
11. Mr James Shutler
12. Mr Richard Winslow
13. Dr Steve Wozniak

*Note: Nominees are listed in alphabetical order.*

## Appendix 2

### Creditors' Committee nominees' background information

#### Mr Rodney Buckland

“Rodney Buckland is a semi-retired physicist and has been a substantial P2P lender on various platforms since early 2009. He has a wide experience of committee work at local, national and international levels, and has been closely following the evolution of the Collateral administration through professional networks since early February. He would like to see ground rules and reliable precedents for the P2P sector emerge from the Collateral collapse.”

#### Mr Adam Bunch

“I am an entrepreneur based in London who has been investing in P2P since 2014 both as an individual and through my Limited company. I am an active member of [www.p2pindependentforum.com](http://www.p2pindependentforum.com) under the username “Monetus” where you can read some of my wider thoughts on the P2P industry. I have exposure to every type of loan on the Collateral platform ranging from jewellery chattel assets through to the latest development loan tranches so if elected I will aim to represent the interests of all investors across the entire loan book.”

#### Mr Andrei Dikouchine of 3S Capital Partners B.V.

“Over twenty years of experience in global capital markets gained through tenure with Salomon Brothers, Schroders, KPMG and Deloitte. Founder of 3S Capital Partners, a regulated fund manager focused on the UK P2P lending sector. Board member of Relendex Limited, a fully permitted P2P lending exchange. Since 2003 lectures Advance Financial Modelling at the London Business School. Holds advance finance and banking degrees from the LBS (1998) and the LSE (1996) respectively.”

#### Mr Scott Gorman

“I'm an experienced lender with multiple P2P platforms including Collateral. I will assist the Joint Administrators to maximise recoveries to all investors and creditors. To the extent possible, I prefer that loans are settled on a loan by loan basis with net proceeds returned to the relevant investors, including the application of any priorities for different loans or different tranches of loans.”

#### Mr Roy Hughes

“I am a recently retired Accountant (ACCA) having worked in both the Public and Private sector with experience in dealing with complex government legislation and complicated schemes of work at Director level. Whilst I have no specific experience of a creditor committee workings, nor that of the Administrators role, the skill set I acquired during my career will hold me in good stead to discharge the duties required of a Creditor Committee member. As such I believe my natural attention to detail, an enquiring mind, a pragmatic approach and, most importantly, available time to devote to the role makes me an ideal candidate for one of the positions on the Creditor Committee.”

**Mr Peter Hunt**

“Peter Hunt (Bs.c MIM, C.Eng, CDipAF) - age 69. I have been retired for 7 years, and serve as a volunteer Lock-keeper on the Droitwich Junction canal for a day and a half in the summer. I was formerly a Business Development Director for Civica UK Ltd, who are one of the leading global Public Sector IT-based services providers. My role was in the Managed Services Division, supporting other divisions in the promotion of hosting, telecommunications and Managed services. We worked with Local and Central Government, Defence Contractors, hospitals, schools, libraries, police, and several high-profile commercial organisations. I am extremely familiar with committees having chaired many, and I am notoriously pedantic!”

**Mr Peter Lawrence**

“Qualified Chartered Accountant for over 30 years, and former Licensed Insolvency Practitioner. Have acted as Administrator, Receiver, Liquidator and other office holder in over 100 cases, also served on many Creditors’ Committees of other office holder’s cases on numerous occasions. Was a London partner in a large accountancy practice. Have been requested to stand for nomination to the Creditors (Investors) Committee of the Collateral companies by a large and varying, by value, number of lenders on the platform.”

**Mr Anthony Leech**

“I am a private investor and small business owner who has been investing in equity funds for 20 years and have more recently added individually selected equities into my portfolio. As a further diversification I began lending peer to peer five years ago. Collateral was added to my portfolio last year so my loan portfolio is understandably quite small. My small business is not related to my investments which are principally a combination of hobby and private pension holdings. But as my small business allows me to work from home it is likely that I can allocate some of my time to supporting the requirements of the creditors’ committee in view of my desire to recover the capital and interest I held on account with Collateral when they went into administration.”

**Mr Graham Martin of BondMason Client Limited**

“BondMason Client Limited has extensive experience in investing in the asset classes to which the Collateral Companies are involved. The company is willing and able to devote its resources to the Committee thereby representing the interests of other creditors and assisting the Joint Administrators where applicable. The management team at BondMason have experience of sitting on formal and informal creditors’ committees both in the UK and Internationally.”

**Dr Avi Rapaport**

“Dr. Avi Rapaport is the investment manager of an absolute return hedge fund, has twenty years experience in the financial markets, and invests all his private capital into the fund he runs. PhD in financial economics from the University of Chicago Booth School of Business and Department of Economics supervised by Nobel laureates Eugene Fama and Lars Hansen. MBA from Chicago Booth School of Business and BA with highest distinction from Tel Aviv University. Worked as special adviser to the chairman of the board of directors of UBS in Zurich, Switzerland. Served in the Israeli Airforce as a flight controller. Teaches at the University of Zurich.”

**Mr James Shutler**

“Currently I work as a self-employed chartered tax adviser and accountant having spent the last 11 years working as the Tax and Legal Director and Company Secretary of a large internet company. During my time in the role I gained extensive experience of both financial and legal matters arising in a web-based business and believe that these skills will be helpful in protecting the interests of the creditors during the administration of the Collateral group of companies.”

**Mr Richard Winslow**

“As a committee member I will make myself available to attend all meetings, that during those meetings I will represent all Collateral investors fairly with the goal to work and recover as much of our investments back as possible, while balancing decisions that may increases costs against the repayments. I am the MD for an Internet company with P&L responsibility. I am experienced in working with a large variety of stakeholders, analysing opportunities, making sound business decisions and gaining results. My experience as a business analyst and decision maker will assist in our goal as investors. I am organised, thorough and fast to respond. We need the committee and BDO to act swiftly to ensure those assets we hold a right to (legal charges over assets) are upheld. I have worked with BDO in the past and have a good understanding of what to expect from BDO to move forward on our behalf. As an individual I have invested within Collateral and am very motivated that all decisions made are in favour of us as investors.”

**Dr Steve Wozniak**

“My early career was as a research scientist involved in many aspects of buildings technology and economics. I have been an expert witness in court cases. I helped to formulate some British Standards and parts of Building Regulations. I have twice given evidence to Select Committees of Parliament, once as a government scientist and once privately. I was a BTL landlord before diversifying into P2P where I currently have major investments in ten platforms (including 1% of the Collateral loan book). I am keen to see a speedy resolution with original loan terms maintained. I have written books, reports and many magazine articles (a long time ago). I may write some articles on P2P. As well as my theoretical and committee experience I have a lifetime of practical involvement in building. My hobbies include many types of dance. My interests include nature conservation and resource depletion.”

## Appendix 3

### The Insolvency Act 1986 - NOTICE OF ARRANGING A DECISION PROCEDURE FOR CREDITORS BY CORRESPONDENCE

**Rule 15.8**  
Insolvency  
(England and  
Wales) Rules  
2016

To consider the membership of the Creditors' Committee

Names of Companies	Company numbers
<b>Collateral (UK) Ltd</b> <b>Collateral Security Trustee Limited</b> <b>Collateral Sales Limited</b>	<b>09314729</b> <b>10390795</b> <b>10390419</b>
In the <b>In the High Court of Justice, the Business and Property Courts in Manchester</b>  [full name of court]	Court case numbers  <b>2170 of 2018, 2169 of 2018, 2168 of 2018</b>

The Joint Administrators are Shane Crooks (Officeholder No: 15110) and Mark Shaw (Officeholder No: 8893) both of BDO LLP, 55 Baker Street, London, W1U 7EU who were appointed on 27 April 2018.

**NOTICE** that the investors and creditors of the above named Companies are invited to make a decision as to the membership of the Creditors' Committee.

**Decision Procedure:** Investors and creditors are invited to indicate by correspondence which nominee they wish to become a member of the Creditors' Committee. Please note that investors and creditors may only make one vote, in favour of one of the nominees listed at Appendix 1. A Decision by Correspondence form is attached overleaf for recording your vote. The completed form must be sent to the Joint Administrators, whose details are above and on the attached form. Your response must be delivered no later than 7 August 2018, being the business day before the Decision Date of 8 August 2018.

**Decision Date:** 8 August 2018

Investors and creditors may within five business days of this notice require a physical meeting be held to consider the matter. This is explained in more detail in the attached guide to creditors' voting rights.

### RESOLUTION

- A. That investors and creditors indicate their preferred nominee for participation in the Creditors' Committee.

**Date 24 July 2018**



**Shane Crooks**  
Joint Administrator and Convenor of the Decision Process

**The Insolvency Act 1986 - NOTICE OF CONVENING A DECISION PROCEDURE FOR CREDITORS  
BY CORRESPONDENCE**

**To consider the membership of the Creditors' Committee**

**Collateral (UK) Limited, Collateral Security Trustee Limited, Collateral Sales Limited - All in  
Administration**

**Registered Numbers: 09314729, 10390795, 10390419**

**RESOLUTION**

A. I vote for the following to be a member of the Creditors' Committee (please choose one of the thirteen nominees listed at Appendix 1):

[Insert nominee here]

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**TO BE COMPLETED BY THE INVESTOR/CREDITOR WHEN RETURNING THIS FORM**

Name of Creditor

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Signature of Creditor

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(If signing on behalf of creditor, state capacity e.g. director/solicitor etc.)

**This form must be returned to Shane Crooks (Officeholder IP No: 15110) of BDO LLP,  
55 Baker Street, London, W1U 7EU, by no later than 7 August 2018, being the business  
day before the Decision Date of 8 August 2018.**

The Joint Administrator may also be contacted on [investorcollateral@bdo.co.uk](mailto:investorcollateral@bdo.co.uk).

Shane Crooks  
Joint Administrator

24 July 2018

## **Rules relating to investors'/creditors' voting rights**

**Investor/Creditor Voting rights (R.15.28):** Every investor/creditor who has this notice is entitled to vote in respect of the debt due to the investor/creditor. Where there is a physical meeting the investor/creditor must submit a proxy form (not relevant at this stage). Investors/creditors, including investors/creditors whose debt is treated as a 'small debt' (£1,000 or less) must still deliver a proof for voting purposes, if they have not already done so, should they wish to participate in the meeting.

**Calculation of investor/creditors voting rights (R.15.31):** In respect of these Administrations investors'/creditors' claims will be calculated as at the date the Companies entered Administration, being 27 April 2018. Claims that have an uncertain value will be valued at £1, or a higher value if the Chairman allows.

**Requisite majority of investors/creditors for making a decision (15.34):** An Administration decision is approved if a majority of investors/creditors, by value, vote in favour by the Decision Date.

**Appeals against decisions (R.15.35):** Decisions of the Joint Administrators in convening the Decision Procedure and dealing with voting are subject to appeal to the court by an investor/creditor. Any appeal must be made within 21 days of the Decision Date.

**Physical Meeting:** If creditors want to consider the resolutions at a physical meeting they must notify the Joint Administrator in writing at 55 Baker Street, London, W1U 7EU, within five business days of delivery of the notice. A meeting will be convened if sufficient investors/creditors notify the Administrators within the timeframe. Section 246ZE The Insolvency Act sets the "minimum number" of investors/creditors for requisitioning a meeting at any of the following:

- (a) 10% in value of the investors/creditors;
- (b) 10% in number of the investors/creditors;
- (c) 10 investors/creditors.

## **Relevant extracts from the Insolvency (England and Wales) Rules 2016**

### **Creditors' voting rights**

**15.28.—(1)** In an administration, an administrative receivership, a creditors' voluntary winding up, a winding up by the court and a bankruptcy, a creditor is entitled to vote in a decision procedure or to object to a decision proposed using the deemed consent procedure only if—

- (a) the creditor has, subject to 15.29, delivered to the convener a proof of the debt claimed in accordance with paragraph (3), including any calculation for the purposes of rule 15.31 or 15.32, and
  - (b) the proof was received by the convener—
    - (i) not later than the decision date, or in the case of a meeting, 4pm on the business day before the meeting, or
    - (ii) in the case of a meeting, later than the time given in sub-paragraph (i) where the chair is content to accept the proof; and
  - (c) the proof has been admitted for the purposes of entitlement to vote.
- (2) In the case of a meeting, a proxy-holder is not entitled to vote on behalf of a creditor unless the convener or chair has received the proxy intended to be used on behalf of that creditor.
- (3) A debt is claimed in accordance with this paragraph if it is—
- (a) claimed as due from the company or bankrupt to the person seeking to be entitled to vote; or
  - (b) in relation to a member State liquidator, claimed to be due to creditors in proceedings in relation to which that liquidator holds office.
- (4) The convener or chair may call for any document or other evidence to be produced if the convener or chair thinks it necessary for the purpose of substantiating the whole or any part of a claim.
- (5) In a decision relating to a proposed CVA or IVA every creditor, secured or unsecured, who has notice of the decision procedure is entitled to vote in respect of that creditor's debt.

(6) Where a decision is sought in an administration under sub-paragraph 3.52(3)(b) (pre administration costs), paragraph 18.18(4) (remuneration: procedure for initial determination in an administration) or paragraph 18.26(2) (first exception: administrator has made statement under paragraph 52(1)(b) of Schedule B1), creditors are entitled to participate to the extent stated in those paragraphs.

#### **Calculation of voting rights**

15.31.—(1) Votes are calculated according to the amount of each creditor's claim—

(a) in an administration, as at the date on which the company entered administration, less—

- (i) any payments that have been made to the creditor after that date in respect of the claim, and
- (ii) any adjustment by way of set-off which has been made in accordance with rule 14.24 or would have been made if that rule were applied on the date on which the votes are counted;

(b) in an administrative receivership, as at the date of the appointment of the receiver, less any payments that have been made to the creditor after that date in respect of the claim;

(c) in a creditors' voluntary winding up, a winding up by the court or a bankruptcy, as set out in the creditor's proof to the extent that it has been admitted;

(d) in a proposed CVA—

- (i) at the date the company went into liquidation where the company is being wound up,
- (ii) at the date the company entered into administration (less any payments made to the creditor after that date in respect of the claim) where it is in administration,
- (iii) at the beginning of the moratorium where a moratorium has been obtained (less any payments made to the creditor after that date in respect of the claim), or
- (iv) where (i) to (iii) do not apply, at the decision date;

(e) in a proposed IVA—

- (i) where the debtor is not an undischarged bankrupt—
  - (aa) at the date of the interim order, where there is an interim order in force,
  - (bb) otherwise, at the decision date,
- (ii) where the debtor is an undischarged bankrupt, at the date of the bankruptcy order.

(2) A creditor may vote in respect of a debt of an unliquidated or unascertained amount if the convener or chair decides to put upon it an estimated minimum value for the purpose of entitlement to vote and admits the claim for that purpose.

(3) But in relation to a proposed CVA or IVA, a debt of an unliquidated or unascertained amount is to be valued at £1 for the purposes of voting unless the convener or chair or an appointed person decides to put a higher value on it.

(4) Where a debt is wholly secured its value for voting purposes is nil.

(5) Where a debt is partly secured its value for voting purposes is the value of the unsecured part.

(6) However, the value of the debt for voting purposes is its full value without deduction of the value of the security in the following cases—

- (a) where the administrator has made a statement under paragraph 52(1)(b) of Schedule B1 and the administrator has been requested to seek a decision under paragraph 52(2); and
- (b) where, in a proposed CVA, there is a decision on whether to extend or further extend a moratorium or to bring a moratorium to an end before the end of the period of any extension.

(7) No vote may be cast in respect of a claim more than once on any resolution put to the meeting; and for this purpose (where relevant), the claim of a creditor and of any member State liquidator in relation to the same debt are a single claim.

(8) A vote cast in a decision procedure which is not a meeting may not be changed.

(9) Paragraph (7) does not prevent a creditor or member State liquidator from—

- (a) voting in respect of less than the full value of an entitlement to vote; or
- (b) casting a vote one way in respect of part of the value of an entitlement and another way in respect of some or all of the balance of that value.

### **Requisite majorities**

15.34.—(1) A decision is made by creditors when a majority (in value) of those voting have voted in favour of the proposed decision, except where this rule provides otherwise.

(2) In the case of an administration, a decision is not made if those voting against it—

- (a) include more than half in value of the creditors to whom notice of the decision procedure was delivered; and
- (b) are not, to the best of the convener or chair's belief, persons connected with the company.

(3) Each of the following decisions in a proposed CVA is made when three-quarters or more (in value) of those responding vote in favour of it—

- (a) a decision approving a proposal or a modification;
- (b) a decision extending or further extending a moratorium; or
- (c) a decision bringing a moratorium to an end before the end of the period of any extension.

(4) In a proposed CVA a decision is not made if more than half of the total value of the unconnected creditors vote against it.

(5) For the purposes of paragraph (4)—

- (a) a creditor is unconnected unless the convener or chair decides that the creditor is connected with the company;
- (b) in deciding whether a creditor is connected reliance may be placed on the information provided by the company's statement of affairs or otherwise in accordance with these Rules; and
- (c) the total value of the unconnected creditors is the total value of those unconnected creditors whose claims have been admitted for voting.

(6) In a case relating to a proposed IVA—

- (a) a decision approving a proposal or a modification is made when three-quarters or more (in value) of those responding vote in favour of it;
- (b) a decision is not made if more than half of the total value of creditors who are not associates of the debtor vote against it.

(7) For the purposes of paragraph (6)—

- (a) a creditor is not an associate of the debtor unless the convener or chair decides that the creditor is an associate of the debtor;
- (b) in deciding whether a creditor is an associate of the debtor, reliance may be placed on the information provided by the debtor's statement of affairs or otherwise in accordance with these Rules; and
- (c) the total value of the creditors who are not associates of the debtor is the total value of the creditors who are not associates of the debtor whose claims have been admitted for voting.

### **Appeals against decisions under this Chapter**

15.35.—(1) A decision of the convener or chair under this Chapter is subject to appeal to the court by a creditor, by a contributory, or by the bankrupt or debtor (as applicable).

(2) In a proposed CVA, an appeal against a decision under this Chapter may also be made by a member of the company.

(3) If the decision is reversed or varied, or votes are declared invalid, the court may order another decision procedure to be initiated or make such order as it thinks just but, in a CVA or IVA, the court may only make an order if it considers that the circumstances which led to the appeal give rise to unfair prejudice or material irregularity.

(4) An appeal under this rule may not be made later than 21 days after the decision date.

(5) However, the previous paragraph does not apply in a proposed CVA or IVA, where an appeal may not be made after the end of the period of 28 days beginning with the day—

- (a) in a proposed CVA, on which the first of the reports required by section 4(6) or paragraph 30(3) of Schedule A1 was filed with the court(a); or
- (b) in a proposed IVA—
  - (i) where an interim order has not been obtained, on which the notice of the result of the consideration of the proposal required by section 259(1)(a) has been given, or
  - (ii) otherwise, on which the report required by section 259(1)(b)(b) is made to the court.

(6) The person who made the decision is not personally liable for costs incurred by any person in relation to an appeal under this rule unless the court makes an order to that effect.

(7) The court may not make an order under paragraph (6) if the person who made the decision in a winding up by the court or a bankruptcy is the official receiver or a person nominated by the official receiver.

**Extract from the Insolvency Act 1986 (as amended)**

Section 246ZE Decisions by creditors and contributories: general

- (1) This section applies where, for the purposes of this Group of Parts, a person ("P") seeks a decision about any matter from a company's creditors or contributories.
- (2) The decision may be made by any qualifying decision procedure P thinks fit, except that it may not be made by a creditors' meeting or (as the case may be) a contributories' meeting unless subsection (3) applies.
- (3) This subsection applies if at least the minimum number of creditors or (as the case may be) contributories make a request to P in writing that the decision be made by a creditors' meeting or (as the case may be) a contributories' meeting.
- (4) If subsection (3) applies P must summon a creditors' meeting or (as the case may be) a contributories' meeting.
- (5) Subsection (2) is subject to any provision of this Act, the rules or any other legislation, or any order of the court—
- (a) requiring a decision to be made, or prohibiting a decision from being made, by a particular qualifying decision procedure (other than a creditors' meeting or a contributories' meeting);
  - (b) permitting or requiring a decision to be made by a creditors' meeting or a contributories' meeting.
- (6) Section 246ZF provides that in certain cases the deemed consent procedure may be used instead of a qualifying decision procedure.
- (7) For the purposes of subsection (3) the "minimum number" of creditors or contributories is any of the following—
- (a) 10% in value of the creditors or contributories;
  - (b) 10% in number of the creditors or contributories;
  - (c) 10 creditors or contributories.
- (8) The references in subsection (7) to creditors are to creditors of any class, even where a decision is sought only from creditors of a particular class.
- (9) In this section references to a meeting are to a meeting where the creditors or (as the case may be) contributories are invited to be present together at the same place (whether or not it is possible to attend the meeting without being present at that place).
- (10) Except as provided by subsection (8), references in this section to creditors include creditors of a particular class.
- (11) In this Group of Parts "qualifying decision procedure" means a procedure prescribed or authorised under paragraph 8A of Schedule

## Appendix 4

Rule 14.4 Insolvency (England and Wales) Rules 2016

### Proof of Debt/Claim Form

**Collateral (UK) Limited - 09314729**

**Collateral Sales Limited - 10390419**

**Collateral Security Trustee Limited - 10390795  
(together "the Companies") - All in Administration**

Debt as at the date of the appointment of the Joint Administrators: 27 April 2018

1	Name of creditor (If a company please also give company registration number and where registered).	
2	Address of creditor including email address for correspondence.	
3	Total amount of claim, including any Value Added Tax at the above date.	
4	If amount in 3 above includes outstanding un-capitalised interest please state amount.	£
5	Particulars of how and when debt incurred. (If you need more space append a continuation sheet to this form).	
6	Particulars of any security held, the value of the security, and the date it was given.	
7	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.	
8	Provide details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the Joint Administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convener of any meeting).	
9	Signature of creditor or person authorised to act on his behalf	Dated
<hr/> <p>Name in BLOCK LETTERS</p> <hr/>		
Position with or in relation to creditor		
<hr/> Address of person signing (if different from 2 above)		

Deliver to the Joint Administrator, Shane Crooks, BDO LLP, 55 Baker Street, London W1U 7EU. Note: Investors should use this claim form for the purpose of registering their claims. It is not necessary to complete proof of debt forms for CSL and CCTL in addition.