

## Notice of a meeting of creditors

Name of Company HI Group plc (in Administration)	Company number 02437316
In the High Court of Justice Chancery Division Leeds District Registry [full name of court]	Court case number 1283 of 2012

- (a) Insert full name(s) and address(es) of administrator(s) Notice is hereby given by (a) Samuel James Woodward, Jonathan Peter Sumpton and Thomas Andrew Jack
- Ernst & Young LLP, 100 Barbirolli Square, Manchester, M2 3EY
- (b) Insert full name and address of registered office of the company that a meeting of the creditors of (b) \_\_\_\_\_
- HI Group plc (in Administration)
- 100 Barbirolli Square, Manchester, M2 3EY
- (c) Insert details of place of meeting is to be held at (c) Park Plaza, Boar Lane, City Square, Leeds LS1 5NS
- (d) Insert date and time of meeting on (d) 4 December 2012 at 12:00 pm

The meeting is:

- \*Delete as applicable
- \*~~(1) an initial creditors' meeting under paragraph 51 of Schedule B1 to the Insolvency Act 1986 ("the Schedule");~~
- \*~~(2) an initial creditors' meeting requested under paragraph 52(2) of the Schedule~~
- \*~~(3) to consider revisions to my proposals under paragraph 54(2) of the Schedule~~
- \*~~(4) a further creditors' meeting under paragraph 56 of the Schedule;~~
- \*~~(5) a creditors' meeting under paragraph 62 of the Schedule.~~

I invite you to attend the above meeting.

A proxy form is enclosed which should be completed and returned to me by the date of the meeting if you cannot attend and wish to be represented.

In order to be entitled to vote under Rule 2.38 at the meeting you must give to me, not later than 12.00 hours on the business day before the day fixed for the meeting, details in writing of your claim.

Signed \_\_\_\_\_

  
 Joint / Administrator(s)

Dated 16 November 2012

\*Delete as applicable A copy of the \* proposals / revised proposals is attached

**Rule 8.1** Insolvency Act 1986  
**Proxy (Administration)**

HI Group plc (in Administration)

Please give full name and address for communication

Name of creditor \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Name of proxy-holder 1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

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

I appoint the above person to be my/the creditor's proxy-holder at the meeting of creditors to be held on 4 December 2012, 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 **acceptance/rejection\*** of the administrator's proposals/~~revised proposals\*~~ as circulated
2. For the appointment of: (Name of Creditor)

Represented by: \_\_\_\_\_

as a member of the creditors' committee

3. In the event that a creditors' committee is not formed, to fix the administrators' remuneration on the basis of the time properly given by the administrators and their staff in attending to the matters arising in the administration.

**For/Against**

4. In the event that a creditors' committee is not formed, to fix the administrators' Category two disbursements on the basis or bases set out in the proposals as circulated \_

**For/Against**

**This form must be signed**

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

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

Only to be completed if the creditor/ member 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.

**Return To:**

**Emily Gilpin**  
**100 Barbirolli Square**  
**Manchester M2 3EY**

**Email: [egilpin@uk.ey.com](mailto:egilpin@uk.ey.com)**

# The Insolvency Act 1986

## Administration Notice of Claim For Voting Purposes

Convocatoria para la presentación de créditos. Plazos aplicables.  
Výzva k přihlášení pohledávky. Závazné lhůty  
Opfordring til anmeldelse af fordringer. Vær opmærksom på fristerne  
Aufforderung zur Anmeldung einer Forderung. Etwaige Fristen beachten!  
Nõude esitamise kutse. Järgitavad tähtajad  
Πρόσκληση για αναγγελία απαιτήσεως. Προσοχή στις προθεσμίες  
Invitation to lodge a claim. Time limits to be observed  
Invitation à produire une créance. Délais à respecter  
Invito all'insinuazione di un credito. Termine da osservare  
Uzaicinājums iesniegt prasījumu. Termiņi, kas jāievēro  
Kvietimas pateikti reikalavimą. Privalomieji terminai  
Felhívás követelés bejelentésére. Betartandó határidők  
Stedina għal preżentazzjoni ta' talba. Limiti taż-żmien li għandhom jiġu osservati  
Oproep tot indiening van schuldvorderingen. In acht te nemen termijnen  
Wezwanie do zgłoszenia wierzytelności. Przestrzegać terminów  
Aviso de reclamação de créditos. Prazos legais a observar  
Výzva na přihlásenie pohľadávky. Je potrebné dodržat stanovené termíny  
Poziv k prijavi terjatve. Roki, ki jih je treba upoštevati!  
Kehotus saatavan ilmoittamiseen. Noudatettavat määräajat  
Anmodan att anmäla fordran. Tidsfrister att iakta

## HI Group plc (in Administration)

Date of Administration: 26 September 2012

PLEASE NOTE: Once completed, this form will be used by the Joint Administrators ONLY for the purposes of voting, either at a forthcoming meeting of creditors or for a resolution by correspondence. The form will not constitute admission of the claim to rank for dividend in this or any subsequent procedure. For further information see Rules 2.38 to 2.42 of the Insolvency Rules 1986.

Name of Creditor

Address

Amount claimed (see over)

Payments received in settlement or part settlement of the debt

Is the claim preferential or secured?

If secured, value of security

If you made a retention of title claim against the company please attach details (see over - Rule 2.42)

Signature on behalf of creditor

Date


File with **Emily Gilpin**  
**100 Barbirolli Square**  
**Manchester**  
**M2 3EY**  
**Email : [egilpin@uk.ey.com](mailto:egilpin@uk.ey.com)**

Reviewed by \_\_\_\_\_

## **Notes To Administration Proof Of Debt Form:**

1. Please attach a detailed statement of your account as at the date on which the company entered administration
2. If your claim is preferential (e.g. for wages, holiday pay or certain pension arrears) or secured please give details and attach supporting documentation.
3. VAT bad debt relief may usually be claimed six months after the date of supply.

### **Extracts from the Insolvency Rules 1986.**

#### **2.40 Secured creditors**

1. At a meeting of creditors a secured creditor is entitled to vote only in respect of the balance (if any) of his debt after deducting the value of his security as estimated by him.
2. However, in a case where the administrator has made a statement under paragraph 52(1)(b) and an initial creditors' meeting has been requisitioned under paragraph 52(2) then a secured creditor is entitled to vote in respect of the full value of his debt without any deduction of the value of his security.

#### **2.41 Holders of negotiable instruments**

A creditor shall not vote in respect of a debt on, or secured by, a current bill of exchange or promissory note, unless he is willing –

1. to treat the liability to him on the bill or note of every person who is liable on it antecedently to the company, and against whom a bankruptcy order has not been made (or, in the case of a company, which has not gone into liquidation), as a security in his hands; and....
2. to estimate the value of the security and, for the purpose of his entitlement to vote, to deduct it from his claim.

#### **2.42 Hire-purchase, conditional sale and chattel leasing agreements**

1. Subject as follows, an owner of goods under a hire-purchase or chattel leasing agreement, or a seller of goods under a conditional sale agreement, is entitled to vote in respect of the amount of the debt due and payable to him by the company on the date that the company entered administration.
2. In calculating the amount of any debt for this purpose, no account shall be taken of any amount attributable to the exercise of any right under the relevant agreement, so far as the right has become exercisable solely by virtue of the making of an administration application, a notice of intention to appoint an administrator or any matter arising as a consequence, or of the company entering administration.