

Rule 14.4

Re: Metrix Commercial Interiors Limited In Administration (“the Company”)
Registered number: 04299332
High Court of Justice CR-2020-002115

ADMINISTRATION (“ADM”)

RELEVANT DATE: 16.04.2020

PROOF OF DEBT FORM

Notes Name of creditor:

Address of creditor:

1 Identity of the company:

Phone Number (including STD Code):

2 Total amount of claim, including any Value-Added Tax as at the Relevant Date – see Note 2:

Does the claim include any outstanding uncapitalised interest?

Y	N	If yes, please state the amount
<input type="checkbox"/>	<input type="checkbox"/>	£ <input type="text"/>

Particulars of how and when the debt was incurred (If you need more space append a continuation sheet to this form):

If you hold any security in relation to the outstanding amount, such as a retention of title clause, or personal guarantee, please provide brief details as requested:

Type of security

Date security was obtained

Your estimate of the value of the security

Details of any reservation of title in relation to goods to which the debt relates:

Details of any documents by reference to which the debt can be substantiated:

Tick as required (this is not mandatory)

<input type="checkbox"/>	Please email all correspondence to:	
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<input type="checkbox"/>	Until further notice, please opt me out of all future correspondence, except those explained in your initial letter to me.
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Name of signatory in CAPITALS

Position within company

Date of completion of form

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Signature of creditor / person authorised on the creditor's behalf

To be completed ONLY if you are a person authorised on the creditor's behalf

Name of authorised person:	
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Postal address of authorised person:	

Authority given by:	
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Please ensure that you have completed all shaded boxes and signed where shown.

Notes

1. For a company incorporated in any part of the UK under the Companies Act state:

- a. It's registered number

For a company incorporated outside the UK state:

- a the country or territory in which it is incorporated;
- b the number, if any, under which it is registered.

The number, if any, under which it is registered as an overseas company under Part 34 of the Companies Act

For an unregistered company state:

- a. its name, and;

- b. the postal address of any principal place of business.
2. State the total amount of your claim (including any value-added tax) as at the relevant date, less any payments made after that date in relation to your claim, less:
- a. All trade and other discounts (except a discount for immediate or early settlement) which would have been available to the debtor but for the bankruptcy.

VAT

- If you are registered for VAT, the amount claimed should include VAT, even if VAT bad debt relief has already been claimed by you, under the VAT Act 1994.
- Creditors registered for VAT may be able to claim VAT bad debt relief on the above amount under Section 36 of the Value-Added Tax Act 1994. In broad terms, you should be able to claim relief on the VAT element of the above amount provided the debt is 6 months old and it has been written off in your accounts.
- If any dividend is made by the Administrator against your claim, you will receive the dividend on the gross amount you have claimed, however if you have benefited from VAT bad debt relief, you must account to the HM Revenue & Customs for the VAT element of any dividend received.
- LA Business Recovery Limited and 360 Insolvency Limited have no role in administering VAT bad debt relief.
- If any creditor is uncertain about the procedure, please contact your local VAT office who should be able to help you.

Creditor Rights

Information available to creditors in relation to their rights can be found at <http://www.creditorinsolvencyguide.co.uk/>

INTERNAL USE ONLY:	Added to IPS:	<input type="checkbox"/>	Admitted:	<input type="checkbox"/>	Other Data Required:	<input type="checkbox"/>
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