

**Appendix 3 - Proxy Form**  
**Rule 16.1**

**Insolvency Act 1986**

Proxy (Administration)

**Park First Freeholds Limited (in administration)**

Name of Creditor

Address

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Please insert name of person (who must be 18 or over) or "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 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 Monday 25 November 2019 or at any adjournment of that meeting. The proxy holder is to propose or vote as instructed below (and in respect of any decision for which no specific instruction is given, may vote or abstain at his/her discretion).

- 1 That the Joint Administrators' proposals be approved.

**For/Against\***

**\*Please delete as appropriate**

- 2 Under Rule 3.39, that a creditors' committee should NOT be established unless sufficient, eligible creditors are willing to be members of a committee.

**For/Against\***

3 Under Rule 3.52 of the Insolvency (England and Wales) Rules 2016 and, in the absence of a Creditors' Committee, the unpaid pre-administration costs as detailed in the Joint Administrators' Report and Statement of Proposals be approved.

**For/Against\***

4 Under Rule 18.16 of the Insolvency (England and Wales) Rules 2016 and in the absence of a Creditors' Committee, the remuneration of the Joint Administrators be fixed by reference to time properly given by them and their staff in attending to matters arising in the Administration and estimated to total £60,300 in the first year.

Further approval will be required for any subsequent periods and if the time costs in the first year exceed these amounts

**For/Against\***

5 In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Joint Administrators be authorised to draw remuneration as and when funds are available.

**For/Against\***

6 In accordance with Statement of Insolvency Practice No 9, issued by the Association of Business Recovery Professionals, the Joint Administrators be authorised to draw Category 2 disbursements (as explained in Appendix VII of the Proposals) in accordance with their firm's published tariff.

**For/Against\***

7 The Joint Administrators will be discharged from liability under Paragraph 98(2) of Schedule B1 to the Insolvency Act 1986 immediately upon their appointment as Joint Administrators ceasing to have effect.

**For/Against\***

8 For the appointment of [*nominee*] \_\_\_\_\_  
of [*the following address / firm*] \_\_\_\_\_  
representing [*creditors' name*] \_\_\_\_\_  
as a member of the creditors' committee

**For/Against\***

**Proposed Modifications to the Joint Administrators' proposals:**

9 That the Joint Administrators will continue to manage the business, affairs and property of the Company in order to achieve the purpose of the Administration. In particular that they:

- i. Deal with any creditor queries, monitor creditor claims received and update their records accordingly; and
- ii. Perform their statutory duties and do all such things as required by regulation in order to achieve the purpose of the Administration or to protect and preserve the records and assets of the Company.

**For/Against\***

10 The Joint Administrators shall file at the Registrar of Companies form AM22, Notice to move the Company from Administration to Creditors Voluntary Liquidation by no later than 10 December 2019.

**For/Against\***

11 That Carl S Jackson of Quantuma LLP and Christopher Benjamin Barrett of Dow Schofield & Watts be appointed as Joint Liquidators in the event that the Administration moves to Creditors Voluntary Liquidation or be proposed as Joint Liquidators where a winding up order is made and that during the period of liquidation, any act required or authorised under any enactment to be done by the Joint Liquidators may be carried out by both or either of them, or by one or both of the persons for the time being holding that office in succession to them.

**For/Against**

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**

\_\_\_\_\_

**Tick if the signatory is the sole member / shareholder of a body corporate**