

Private and Confidential**To All Known Creditors**

Our ref LER/CB/22ADM010GIE/ADM300/24112022

Date 30 November 2022

Dear Sir or Madam

**Gieves Limited and Gieves & Hawkes Limited (collectively “the Companies”) – In Administration
Company Registration Numbers: 01026430 and 01455128****In the High Court of Justice, Business and Property Courts in Leeds Insolvency and Companies List (ChD),
Number 000935 and 000945 of 2022**

I write to advise you that Samuel Alexander Ballinger, Andrew James Johnson, and I were appointed Joint Administrators of the Companies on 24 November 2022. I enclose a copy of the formal notice of our appointment.

I would advise you that immediately upon appointment I effected a sale of the Companies’ business and assets to SDI (Retail Co 9) Limited. This is known as a pre-pack sale and information about the sale and the reasons for undertaking will be provided to creditors in the next seven days.

As a result of my appointment you are an unsecured creditor of one (or both) of the Companies in respect of the money owed to you. You will appreciate that at present I cannot make any payment to creditors of the Companies in respect of any debts arising prior to my appointment. Whilst it is the responsibility of the directors to provide me with details of the debts owed by the Companies, it would be of assistance to me if you would forward details of your claim to me using the Turnkey Insolvency Portal, as set out in this letter.

If you consider that you have supplied goods to the Companies that are subject to reservation of title, I should be grateful if you would notify me of this fact within the next 10 days. If you do not notify me of any reservation of title claims you consider you have within the next 10 days, then I will assume that you have no such claim to the goods you have supplied to the Companies.

If you do consider that you have a reservation of title claim, then you should send me the following documentation to support your claim:

1. A copy of your standard terms and conditions of supply of goods;
2. Evidence that the Company accepted such conditions;
3. Copies of delivery notes/proof of delivery;
4. Copies of unpaid invoices to which your claim relates; and
5. Evidence that you supplied the goods in question, as opposed to any other supplier who may supply the same or similar goods.

If you have supplied the Companies with equipment, vehicles etc that are subject to a finance agreement, or have hired equipment, vehicles etc to the Companies then you should forward to me proof of ownership and a detailed description of the items concerned.

Please note that under the insolvency legislation you are not able to enforce any finance agreements, reservation of title claims, or security held over the Companies’ assets without my consent or that of the court.

In addition, you cannot commence, or continue, any other proceedings, execution, distress or other legal process against the Companies except with my consent or that of the court.

I am currently obtaining information about the Companies, its business and the extent of its assets and liabilities, and will send you my proposals for dealing with the affairs of the Companies as soon as possible, but certainly within 8 weeks of my appointment.

Investigations into the Company's Affairs

As part of my statutory duties, it is my responsibility to report on the conduct of the directors of the Companies and also to consider any areas requiring investigation with a view to making asset recoveries. I should be pleased to receive from you any information that you have about the way that the Companies' business was conducted or potential asset recoveries that you consider will assist me.

Delivering Future Documents Online

For future correspondence, I intend to apply Rule 1.50 of the Insolvency (England and Wales) Rules 2016, whereby I can put future documentation relating to the Administration on to a website (<https://www.fticonsulting.com/emea/cip/gieves-hawkes>) and need not write to creditors to notify them that I have done so. Further information about this is set out in the enclosed notice.

Amounts Owed to You

We have set-up the Turnkey Insolvency Portal so that you may:

- Update and manage your contact details on our records;
- Provide us with details of your claim and attach supporting documents;
- See the status of your claim; and
- Enter your bank details such that any dividends can be paid electronically.

This is our preferred method for creditors to submit claims and supporting documents, as it is the most efficient and cost-effective way for us to deal with your claim and allows you to better track its status.

This portal is in respect of debts incurred by Gieves Limited. Should your claim be in respect of Gieves & Hawkes Limited, please contact my staff at at gievesandhawkes@fticonsulting.com, or by phone on 020 3077 0254, and they will provide details for this portal.

Creditor Portal Login

Case Code:	22ADM007GIE
Unique ID:	Please request a Unique ID

As passwords provide access to manage your contact and bank account details, they are unique to each creditor and must not be shared with unauthorised persons. Neither the Companies nor the Joint Administrators accept any liability or responsibility for any loss arising out of (or in connection with) unauthorised use of the Portal.

Opting Out of Correspondence

If you do not wish to receive any future documents regarding the insolvency proceedings, you may elect to become an opted-out creditor at any time by notifying me in writing that you wish to opt out of future documents. Once you have opted out, you will remain as such unless, or until, you revoke your notice to opt out in writing. Please note that I am still required to notify you of certain aspects of the insolvency proceedings, in particular regarding any dividends. Further information regarding opting out is enclosed.

Provision of Services Regulations & Further Information

Further information about creditors' rights can be obtained by visiting the creditors' information micro-site published by the Association of Business Recovery Professionals (R3) at <http://www.creditorinsolvencyguide.co.uk/>. Details about how office holders fees' may be approved for each case type are available in a series of Guidance Notes issued with SIP 9, and they can be accessed at

www.fticonsulting.com/emea/cip/forms-and-information. Please refer to the version "Guide to Administrators Fees April 2021 England Wales".

Information about our collection, use and protection of personal data can be found here:

<https://www.fticonsulting-emea.com/~media/Files/emea--files/creditors-portal/cip-emea-forms-info/cip-data-privacy.pdf>

Samuel Alexander Ballinger, Andrew James Johnson and I can confirm that we have not identified any threats to the ethical fundamental principles in respect of this case.

Should you have any queries regarding this letter, or the conduct of the Companies in general, please contact the Joint Administrators' staff by email at gievesandhawkes@fticonsulting.com, or by phone on 020 3077 0254.

Yours faithfully

For and on behalf of the Companies



Christopher Jon Bennett
Joint Administrator

Christopher Jon Bennett, Samuel Alexander Ballinger and Andrew James Johnson of FTI Consulting LLP ("FTI") were appointed as Joint Administrators (the "Joint Administrators") of Gieves Limited and Gieves & Hawkes Limited (collectively "the Companies") on 24 November 2022.

The affairs, business and property of the Companies are being managed by the Joint Administrators. The Joint Administrators act as agents of the Companies and without personal liability.

Christopher Jon Bennett, Samuel Alexander Ballinger and Andrew James Johnson are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales, under section 390A(2)(a) of the Insolvency Act 1986.

The Joint Administrators are bound by the Insolvency Code of Ethics which can be found at:
<https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.

FTI uses personal information in order to fulfil the legal obligations of our Insolvency Practitioners under the Insolvency Act and other relevant legislation, and also to fulfil the legitimate interests of keeping creditors and others informed about the insolvency proceedings.

You can find more information on how FTI uses your personal information on our website at <https://www.fticonsulting-emea.com/~media/Files/emea--files/creditors-portal/cip-emea-forms-info/cip-data-privacy.pdf>.

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Notice of appointment

Notice of website to deliver future documents

Information to creditors on opting out

Notice to office holder to opt out of further correspondence

Authority to communicate electronically

IPS Turnkey portal guidance

Notice of Appointment

Company	Company Number	Court and Case Number
Gieves Limited	01026430	The High Court of Justice, Business and Property Courts in Leeds, Insolvency and Companies List (ChD) CR-2022-LDS-000935
Gieves & Hawkes Limited	01455128	The High Court of Justice, Business and Property Courts in Leeds, Insolvency and Companies List (ChD) CR-2022-LDS-000945

Notice is given by Christopher Jon Bennett (IP number 28050), Samuel Alexander Ballinger (IP number 28052) and Andrew James Johnson (IP number 17670), of FTI Consulting LLP, under paragraph 46 of Schedule B1 of The Insolvency Act 1986 and rule 3.27(3) of The Insolvency (England and Wales) Rules 2016, that we were appointed Joint Administrators of **Gieves Limited and Gieves & Hawkes Limited (collectively "the Companies")** on 24 November 2022.

Appointment made by: The directors of the Companies

Principal trading activity: Retail sale of clothing in specialised stores

The Joint Administrators are authorised to act either jointly or separately.

The affairs, business and property of the Companies are being managed by the Joint Administrators. The Joint Administrators act as agents of the Companies and without personal liability.

Creditors requiring further information regarding the Administration should please contact the Joint Administrator's staff by email at gievesandhawkes@fticonsulting.com, or by phone on 020 3077 0254.

DATED THIS 24th DAY OF NOVEMBER 2022



Christopher Jon Bennett
Joint Administrator



Samuel Alexander Ballinger
Joint Administrator



Andrew James Johnson
Joint Administrator

Notice of use of website to deliver future documents

**Gieves Limited and Gieves & Hawkes Limited (collectively "the Companies") – In Administration
Company Registration Numbers: 01026430 and 01455128**

**In the High Court of Justice, Business and Property Courts in Leeds Insolvency and Companies List (ChD),
Number 000935 and 000945 of 2022**

Notice is given by Christopher Jon Bennett, Samuel Alexander Ballinger, and Andrew James Johnson, the Joint Administrators, to the creditors of the above Companies, that under rule 1.50 of The Insolvency (England and Wales) Rules 2016, future documentation from the date of this notice, relating to the insolvency of the above will be made available at <https://www.fticonsulting.com/emea/cip/gieves-hawkes>.

1. Future documentation will be made available for viewing and downloading at <https://www.fticonsulting.com/emea/cip/gieves-hawkes> without further notice to creditors.
2. The Administrators are not obliged to deliver any particular document to any person unless it is specifically requested.

Hard copies of all documents currently available on the website and all future documents which may be made available on the website can be requested by telephone on 020 3077 0254, or by email at gievesandhawkes@fticonsulting.com.

3. This notice does not apply to the following circumstances:
 - i) Documents where personal delivery is required
 - ii) A notice of intention to declare a dividend
 - iii) Documents that are not being delivered generally, i.e. where they are only be sent to one or a small number of a particular class of members or creditors

Should you have any queries regarding this letter, or the conduct of the Companies in general, please contact the Joint Administrators' staff by email at gievesandhawkes@fticonsulting.com, or by phone on 020 3077 0254.

Signed 

Christopher Jon Bennett
Joint Administrator

Dated 25/11/2022

I anticipate putting the following documents relating to the Group on to the website:

Document name	Timing
Statement of Insolvency Practice 16 disclosure of pre-packaged sale in an administration	No later than 7 days after commencement of the Administration
Proposals to achieve the purpose of the Administration	No later than 8 weeks after commencement of the Administration
Outcome of approval of the proposals	Approximately 2 weeks after the proposals have been uploaded
First 6 month progress report	No later than 7 months after commencement of the Administration
Final progress report on conclusion of the Administration	Approximately 12 months after commencement of the Administration

Information to creditors on opting out

**Gieves Limited and Gieves & Hawkes Limited (collectively "the Companies") – In Administration
Company Registration Numbers: 01026430 and 01455128**

**In the High Court of Justice, Business and Property Courts in Leeds Insolvency and Companies List (ChD),
Number 000935 and 000945 of 2022**

Notice is given by Christopher Jon Bennett, Samuel Alexander Ballinger, and Andrew James Johnson, the Joint Administrators, to the creditors of the above Companies' that creditors have the right to elect to opt out of receiving further communication about the insolvency procedure under rule 1.39 of The Insolvency (England and Wales) Rules 2016.

Any creditor may elect to become an opted-out creditor at any time, by delivering a dated notice of the request, in writing to me.

A creditor becomes an opted-out creditor when the notice is delivered to me.

Any creditor who elects to opt-out remains as such for the duration of the proceedings unless the opt out is revoked by a further notice in writing, dated and delivered to me.

A creditor ceases to be an opted-out creditor when the notice is received by me.

The opt out will not apply to the following:

- (i) a notice which the Insolvency Act 1986 requires to be delivered to all creditors without expressly excluding opted-out creditors;
- (ii) a notice of a change in the office-holder or a notice of a change in my contact details, or
- (iii) a notice of a dividend or proposed dividend or a notice which the court orders to be sent to all creditors or all creditors of a particular category to which the creditor belongs;

Opting-out will not affect a creditor's entitlement to receive dividends should any be paid to creditors

Opting-out will not affect creditors' rights to vote in a decision procedure or a participate in a deemed consent procedure, although any creditor who opts-out will not receive notice of it.

Any creditor who opts out will be treated as having opted out in respect of consecutive insolvency proceedings of a different kind in respect of the same Companies.

Should you have any queries regarding this letter, or the conduct of the Companies in general, please contact the Joint Administrators' staff by email at gievesandhawkes@fticonsulting.com, or by phone on 020 3077 0254.

Signed _____


Christopher Jon Bennett
Joint Administrator

Dated _____

25/11/2022

Notice to office holder to opt out of further correspondence

Name of creditor:

I, the above named, give notice that I elect to become an opted-out creditor and no longer wish to receive communications relating to the insolvency proceedings of **Gieves Limited and Gieves & Hawkes Limited**.

Signature of creditor:

Date:

Authority to communicate electronically

**Gieves Limited and Gieves & Hawkes Limited (collectively “the Companies”) – In Administration
Company Registration Numbers: 01026430 and 01455128**

**In the High Court of Justice, Business and Property Courts in Leeds Insolvency and Companies List (ChD),
Number 000935 and 000945 of 2022**

We *(insert names)*

of *(insert address)*

a creditor of the above-named Companies, hereby authorise the Joint Administrators, Christopher Bennett, Sam Ballinger and Andrew Johnson to communicate with us electronically in respect of all matters in respect of the Administration, and in the case of the conversion of the Administration to a Liquidation, for the Liquidators to communicate with us electronically in respect of all matters in respect of the Liquidation, by sending an email to

(insert email address)

Signed: _____

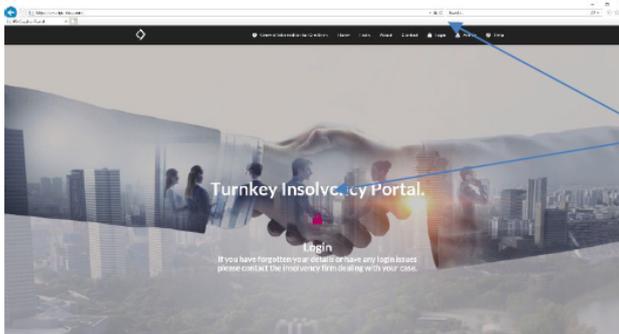
Name (Block letters): _____

Position held: _____

Dated: _____

Turnkey Creditor Portal Quick Start Guide

Website: www.ips-docs.com
Case Code: 22ADM007GIE
Unique ID (password): See the cover page of the initial notice to creditors for individual creditor login passwords

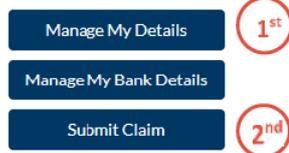


The Portal login page (www.ips-docs.com) should look as shown here.

To login, either click on “Login” at the top of the page or on the symbol shown on the centre of the page.

My Creditor Details

Name : View Creditor
View Street, View Town, View Post Code
noreply@ips-docs.com
Status : AWAITED



Step 1

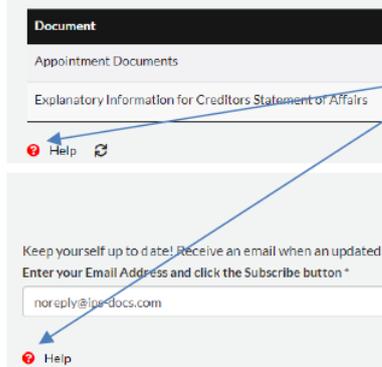
Update your details within the “Manage My Details” section, before submitting your claim. This will ensure that your claim contains the correct details.

Step 2

Enter details of your claim, upload supporting evidence and submit your claim to us.

You can update your bank details at any time; however we recommend that you do so as soon as possible.

Documents



Should you have any questions about using the Portal, a comprehensive guide can be found by clicking on any of the “Help” buttons.