

**Private and Confidential****To All Known Creditors**

Our Ref MA/RH/23ADM031JFN/PF.F1/20230814/SADM19B-CRE01a

Date 14 August 2023

Telephone +44 (0) 203 077 0362

E-mail JFN\_Suppliers@FTIConsulting.com

Dear Sir/Madam

**JFN Limited, formerly known as James Fisher Nuclear Limited – in Administration (“the Company”)**  
**In the Court of Session. Reference number: P640/23**  
**Company Registration Number: SC204768**

I write to advise you that Matthew Boyd Callaghan, Christopher Jon Bennett and I (the “Joint Administrators”) were appointed joint administrators of the above Company on 9 August 2023. I enclose notice of our appointment.

Whilst we are exploring the potential sale of a small part of the business, regrettably, the majority of the business ceased to trade immediately following my appointment.

**Amounts owed to you**

As a result of my appointment, you are an unsecured creditor of the Company in respect of the money owed to you. You will appreciate that at present I cannot make any payment to creditors of the Company 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 Company, it would be helpful if you would forward details of your claim to me.

I recommend that claims are submitted using the Turnkey Insolvency Portal (<https://www.ips-docs.com>), which allows you to:

- 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 the best 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 also allows you to better track its status. If you are unable to use the online portal, a paper form is available on our website (see the enclosed notice for details).

Please contact my staff at [JFN\\_Suppliers@FTIConsulting.com](mailto:JFN_Suppliers@FTIConsulting.com), or by phone 020 3077 0362, and they will provide details for this portal.

**Creditor Portal Login****Relative to: JFN Limited - In Administration**

Case Code:

23ADM931JFN

Unique ID:

Unique IDs are being issued directly to creditors

As IDs 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 Company nor the Joint Administrators accept any liability or responsibility for any loss arising out of (or in connection with) unauthorised use of the portal.

Creditors registered for VAT may be able to claim VAT bad debt relief in accordance with Section 36 of the Value Added Tax Act 1994. Relief is available when the debt is six months old and “written off” by the creditor entering it on their VAT refunds-for-bad-debts-account. Insolvency Practitioners have no role in administering VAT bad debt relief. Creditors who are uncertain as to how they may claim should contact their VAT office or take professional advice.

### **Retention of title claims**

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

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

You should also telephone +44 (0) 203 077 0362 in order to arrange for the inspection of any goods that may be at the Company’s premises in order for these to be identified.

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

### **Post-appointment orders**

Whilst the Company is not continuing to trade, I may approach suppliers to place orders for the supply of goods and services upon normal credit terms. As joint administrator I will not, at this time, accept responsibility for any goods supplied to the Company against orders which have not been confirmed in writing by me or one of my authorised representatives. Any goods and services supplied to the Company after my appointment must only be provided in response to a purchase order placed by me or one of my authorised representatives. I attach specimen signatures in respect of those of my staff who are authorised to place such orders.

Payment in respect of goods or services supplied to the Company on this basis will be treated as an expense of the administration and paid out of the assets of the Company.

Please supply me with details of any orders placed with you by the Company prior to my appointment that you have not fulfilled, in order that I may consider whether or not it is in the best interests of the Company to continue with the order. I reiterate I am not adopting any contracts entered into by the Company prior to my appointment.

### **Creditors’ rights**

Please note that under insolvency legislation you are not able to enforce any finance agreements, retention of title claims, or security held over the Company’s assets without my consent or that of the Court. In addition, you cannot commence, or continue, any other proceedings or legal process against the Company except with my consent or that of the Court.

If you are a customer of the Company, as well as a creditor, please note that any goods or services provided by the Company after my appointment must be paid for in full and no lien or right of set-off may be exercised in respect of any claims against the Company which are outstanding at the date of my appointment. In addition, no lien or right of set-off may be exercised over any goods that came into your possession from 9 August 2023, the date of my appointment, in respect of any sums that may be owed to you by the Company.

Further information about the rights of creditors under the insolvency legislation in relation to insolvency practitioners' fees may be found at: <https://www.icas.com/technical-resources/creditor-guides-to-office-holder-remuneration>.

### **Investigations into the Company's Affairs**

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

As part of my statutory duties, it is my responsibility to report on the conduct of the directors of the Company. I should be pleased to receive from you any information that you have that you consider will assist me. A form is available on our website should you wish to use it.

### **Documents to be delivered on a website**

Please note that it is our intention to deliver documents to creditors by placing them on a website, where they will be available for viewing and downloading. Further information about this is set out in the enclosed notice.

Please be advised that all future documents relating to this matter will also be delivered by this means, without further notice to you, other than those documents that the law requires be delivered personally or those that are not delivered generally to a group of persons.

Therefore, you may wish to check the website periodically for our proposals and progress reports etc. I am not obliged to deliver any such documents to you in hard copy form unless you request me to do so. Requests for hard copy documents may be made by telephone, email, or post, by contacting this office on the details provided.

### **Opting out of receiving communications**

I am required to advise you of your right to elect to opt out of receiving further documents relating to the insolvency proceedings, other than:

- those that the legislation requires me to deliver to you; and/or
- communications about a change in office holder or in office-holder's contact details; and/or
- any notice required to be sent to in respect of a dividend or proposed dividend; and/or
- any document the court orders I must send to you.

Any election you make will not affect your entitlement to receive dividends, should any be paid to creditors, nor (unless the legislation provides to the contrary) will opting out affect any right you may have to vote in a decision procedure or to participate in a deemed consent procedure in the insolvency proceedings (although you will not receive notice of it). If you opt out, you will be treated as having opted out in respect of any consecutive insolvency proceedings of a different kind in respect of the same Company.

If you wish to opt out, you must do so in writing to me at the above address. If you wish to cease to be an opted-out creditor, you must notify me in the same manner.

Should you have any queries regarding this letter, or the conduct of the Company in general, please contact the Joint Administrators' staff by email at [JFN\\_Administrators@fticonsulting.com](mailto:JFN_Administrators@fticonsulting.com), or by phone on +44 (0) 203 077 0362.

Yours faithfully  
For and on behalf of the Company



Oliver Wright  
**JOINT ADMINISTRATOR**

**Enc**

Notice of Appointment  
Names and signatures of Joint Administrators and authorised members of staff  
Turkey Insolvency Portal - Quick Start Guide  
Use of website notice

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

*Oliver Stuart Wright, Matthew Boyd Callaghan and Christopher Bennett 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 Consulting LLP ("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>.

# Notice of administrator's appointment

In the Court of Session. Court No. P640/23

JFN Limited, formerly known as  
James Fisher Nuclear Limited – in  
Administration (“the Company”)

Company No: SC204768

(a) Insert full name(s) and address(es)

We

Oliver Stuart Wright	Matthew Boyd Callaghan	Christopher Jon Bennett
c/o FTI Consulting LLP, 2 <sup>nd</sup> Floor Landmark, St. Peter’s Square, 1 Oxford Road, Manchester, M1 4PB	c/o FTI Consulting LLP, 200 Aldersgate, Aldersgate Street, Greater London, EC1A 4HD	c/o FTI Consulting LLP, 200 Aldersgate, Aldersgate Street, Greater London, EC1A 4HD

(b) email address  
And/or  
(c) Telephone number

(b) JFN\_Administrators@FTIConsulting.com  
(c) +44 (0) 203 077 0363

Insolvency practitioner number(s):

(d) Insert administrator(s)  
Insolvency practitioner number

(d) 26012                      14630                      28050

give notice that we were appointed as administrators of the above company on:

(e) Insert date

(e) 9 August 2023

(f) name of person,  
body or court  
appointing  
administrator

(f) The directors of JFN Limited



Signed

Dated

09 August 2023

Email:

JFN\_Administrators@FTIConsulting.com

Telephone:

+44 (0) 203 077 0363

Oliver Stuart Wright  
**JOINT ADMINISTRATOR**

c/o FTI Consulting LLP, 2<sup>nd</sup> Floor Landmark, St. Peter’s Square,  
1 Oxford Road, Manchester, M1 4PB

JFN Limited, formerly known as James Fisher Nuclear Limited – in Administration (“the Company”)  
In the Court of Session. Reference number: P640/23  
Company Registration Number: SC204768

Names and signatures of Joint Administrators and authorised members of staff:

**Oliver Wright**  
Signature:

Handwritten signature of Oliver Wright, consisting of a circled 'O' followed by 'Wright' in a cursive script.

**Christopher Bennett**  
Signature:

Handwritten signature of Christopher Bennett, featuring a stylized 'C' and 'B' followed by a long horizontal line.

**Olivia Lock**  
Signature:

Handwritten signature of Olivia Lock, written in a cursive script.

**Nick Rollings**  
Signature:

Handwritten signature of Nick Rollings, written in a cursive script.

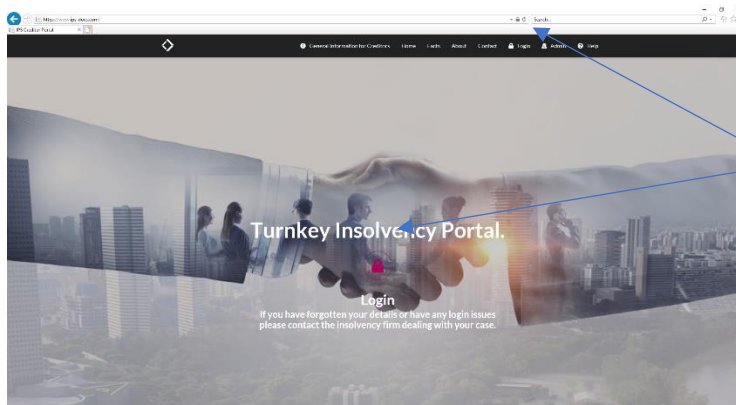
**Kate Versey**  
Signature:

Handwritten signature of Kate Versey, consisting of the letters 'KV' followed by a horizontal line.

## Turnkey Creditor Portal

### Quick Start Guide

Website: [www.ips-docs.com](http://www.ips-docs.com)  
Case Code: 23ADM031JFN  
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](http://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

Manage My Details

1<sup>st</sup>

Manage My Bank Details

Submit Claim

2<sup>nd</sup>

### Step 1

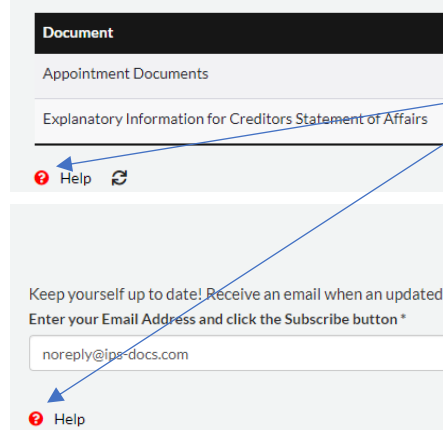
Update your details within the “Manage My Details” section, before submitting your claim. This will ensure that your claim contains the correct details.

### 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.

**Notice of use of website to deliver future documents**

**JFN Limited (formerly known as James Fisher Nuclear Limited)  
trading as JFN, JF Nuclear and James Fisher Nuclear ("the Company")  
Company registration number: SC204768  
Court of Session, reference P640/23**

Notice is given by Oliver Stuart Wright of FTI Consulting LLP, 2<sup>nd</sup> Floor Landmark, St. Peter's Square, 1 Oxford Road, Manchester, M1 4PB and Matthew Boyd Callaghan and Christopher Jon Bennett both of FTI Consulting LLP, 200 Aldersgate, Aldersgate Street, Greater London, EC1A 4HD, to the creditors and Members of the Company, that under Rule 1.45 of The Insolvency (Scotland) (Company Voluntary Arrangements and Administration) Rules 2018, future documentation from the date of this notice, relating to the insolvency of the above will be made available on a website without further notice.

1. Future documentation will be made available for viewing and downloading at [www.fticonsulting.com/uk/creditors-portal/jfn](http://www.fticonsulting.com/uk/creditors-portal/jfn)
2. The joint administrators are not obliged to deliver any particular document to any person unless it is specifically requested.
3. 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 +44 (0) 203 077 0363, or by email at [JFN\\_Administrators@FTIConsulting.com](mailto:JFN_Administrators@FTIConsulting.com) or in writing at JFN Limited (in Administration), c/o FTI Consulting LLP, 200 Aldersgate, Aldersgate Street, Greater London, EC1A 4HD.
4. This notice does not apply to the following circumstances:
  - i) Documents where personal delivery is required;
  - ii) Documents that are not being delivered generally, i.e. where they are only being sent to one or a small number of a particular class of members or creditors

Creditors requiring further information regarding the above, should either contact me at JFN Limited (in Administration), c/o FTI Consulting LLP, 200 Aldersgate, Aldersgate Street, Greater London, EC1A 4HD, by telephone on +44 (0) 203 077 0363, or by email at [JFN\\_Administrators@FTIConsulting.com](mailto:JFN_Administrators@FTIConsulting.com).



Signed:

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Oliver Stuart Wright  
JOINT ADMINISTRATOR

Dated:

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10 August 2023