

CORK GULLY

Cork Gully LLP
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London
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TO ALL KNOWN CREDITORS

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2 October 2019

Our ref: OXT001/SRC/BJP – 6

Dear Sir or Madam

Oxtex Limited (in Administration) (“the Company”) Company Number: 07629095

I refer to my appointment as Administrator of the Company on 1 October 2019. Further details about the administration will be issued in due course once I have had an opportunity to review the Company's affairs.

Creditors are required to submit their claim in writing to the Administrator, and I enclose a Statement of Claim form for this purpose. This form should be completed and returned together with a statement of your account and copy outstanding invoices as appropriate. You will appreciate that at present I cannot make any payment to any class of creditor, but your claim will rank for dividend, should one be payable, in due course.

Information for creditors on use of website

I intend to take advantage of the legislative provisions whereby I can put future documentation relating to the administration on to a website and need not write to creditors to notify them that I have done so.

I publish any progress reports and other documents in respect of the Company on the creditor portal and creditors are advised to check the portal regularly for the latest 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 an officeholder's fees may be approved for each case type are available in a series of Guidance Notes issued with Statement of Insolvency Practice 9, and they can be accessed at https://www.r3.org.uk/media/documents/publications/professional/Guide_to_Administrators_fees_April_2017.pdf

Further information about this is set out in the enclosed Appendix II.

Information for creditors on electronic communication

I also intend to take advantage of the legislative provisions whereby I can communicate with creditors electronically by emailing them rather than posting documents to them.

Information for creditors on opting out

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

Partners and directors act as insolvency practitioners without personal liability.
The affairs, business and property of the Company is managed by the Administrator who acts as the Company's agent and without personal liability.
Stephen Cork is licensed to act as an insolvency practitioner in the United Kingdom by the Institute of Chartered Accountants in England and Wales.

Cork Gully is a Limited Liability Partnership registered in England and Wales under number OC357274. A list of members is available for inspection at the registered office above. Members will be referred to as partners and directors.

receiving any future correspondence. 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 dividends. Further information regarding opting out is enclosed as Appendix III.

Cork Gully LLP 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 Cork Gully LLP uses your personal information on our website at https://www.corkgully.com/files/7015/5506/0566/GDPR_Privacy_Note_June_2018.pdf.

Should you have any further questions regarding the administration of the Company, please contact Ben Parsons at benparsons@corkgully.com.

Yours faithfully
For and on behalf of the Company



Stephen Cork
Administrator

Appendix I

STATUTORY INFORMATION

Company name:	Oxtex Limited	
Company number:	07629095	
Date of incorporation:	10 May 2011	
Current registered office:	c/o Cork Gully LLP 6 Snow Hill London EC1A 2AY	
Former registered office:	Witney Business and Innovation Centre Windrush House Burford Road Witney OX29 7DX	
Principal trading activity:	72110 – Research and experimental development on biotechnology	
Appointment made by:	Directors of the Company	
Administrators	Stephen Cork of Cork Gully LLP	
Administrators' address	Cork Gully LLP 6 Snow Hill London EC1A 2AY	
Date of appointment	1 October 2019	
Court name and reference	High Court of Justice, The Business and Property Courts of England and Wales 6528 of 2019	
	Directors	Appointed
	Sanjiv Kanwar	12 November 2018
	William James Middleton	6 December 2017
	Marc Christopher Swan	26 July 2011
	Adam Craig Workman	27 February 2019

Appendix II

AUTHORITY TO COMMUNICATE ELECTRONICALLY

OXTEX LIMITED (“the Company”) - IN ADMINISTRATION

Company Number 07629095

Notice is given 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 www.corkgully.com.

1. Future documentation will be made available for viewing and downloading without further notice to creditors. Please visit www.corkgully.com and select ‘Client Login’ at the top right of the page and entering the following login details:

- **Username:** Oxtex
- **Password:** 7pX215E

[Please note the above username and password are case sensitive.]

2. The Administrator is 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 email at benparsons@corkgully.com.
4. This notice does not apply to the following circumstances:
 - Documents where personal delivery is required
 - A notice of intention to declare a dividend
 - 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

Creditors requiring further information regarding the above should contact Ben Parsons using the details above.

Signed 
Stephen Cork
Administrator

Dated: 1 October 2019

Appendix III

NOTICE TO OFFICE HOLDER TO OPT OUT OF FURTHER CORRESPONDENCE

OXTEX LIMITED (“the Company”) - IN ADMINISTRATION
Company Number 07629095

Name of creditor: _____

I, the above named, give notice that I elect to become an opted-out creditor and no longer wish to receive communication relating to the insolvency proceedings of Oxtex Limited.

Signature of creditor:

Date:

Notice to office holder to revoke opt out

Name of creditor: _____

I, the above named, give notice that I wish to revoke the notice of opt out and require receipt of future communication relating to the insolvency proceedings of Oxtex Limited.

Signature of creditor:

Date:

STATEMENT OF CLAIM

Company Name Oxtex Limited
Relevant Date for Claims 1 October 2019
Company Number 07629095
Registered Office c/o Cork Gully LLP, 6 Snow Hill, London, EC1A 2AY

Creditor Name	
Creditor Contact Details	Address: Email: Telephone:
Amount Claimed	£

Evidence of your claim must be attached to this form which may include copy invoices, statements, contracts or any other such documentation necessary to prove your claim.

Signed _____ Date _____
Signature of creditor or person authorised to act on his behalf

Name _____
Please write in block letters

Position with or in relation to Creditor _____
e.g. director/solicitor/partner

Please complete and return to: Ben Parsons
Cork Gully LLP
6 Snow Hill
London
EC1A 2AY
Email: benparsons@corkgully.com