

Our ref: 23CVL055ABE

8 January 2024

Elizabeth Macmenmey
38 Wilkes Gardens
Uppingham
Oakham
LE15 9UH

Dear Sirs

Aberdeen House Care Limited - proposed liquidation ('the Company')

The Board of the Company, having regard to its financial position, have decided to commence liquidation proceedings. Business Helpline Group Limited and Opus Restructuring LLP, have been asked to assist in the convening of the virtual meeting of creditors, and the preparation of a statement of affairs for presentation at the meeting.

At the virtual meeting, resolutions will be sought for the nomination of Joint Liquidators, to invite creditors to appoint a Liquidation Committee and, in the absence of a Liquidation Committee, to fix the basis of the Joint Liquidators remuneration.

In order that creditors can carefully consider the basis and merits for the Joint Liquidators proposed remuneration, a separate report providing the background to the Company's financial difficulties and the Director's Statement of Affairs and Deficiency Account will be issued prior to the meeting. This will also provide details of the work to be carried out by the Joint Liquidators and their staff, and an estimate of the likely costs of performing same.

Access to the virtual meeting can be gained by telephoning Kerry Marsh on 01282 502832 and obtaining log in details for a pre-arranged conference call. As it is our experience that creditors rarely attend such meetings virtually, the call details are only provided on specific request.

Your vote at the meeting on the resolutions will not count unless you have lodged proof of your debt by no later than 4 p.m. on the business day before Wednesday, 17 January 2024 the Decision Date. Please complete the enclosed proof of debt form and return it to Business Helpline Group Limited, together with the relevant supporting documentation.

If you do not wish to attend the virtual meeting in person and wish to nominate a person as your proxy holder, or alternatively request that the Chair acts as your proxy holder, please complete and return the enclosed proxy form to Business Helpline Group Limited. To be valid, proxy forms must be submitted before the meeting.

The following documents are enclosed:

- Notice of resolutions for which approval is sought;
- Notice of invitation to form a Liquidation Committee;
- Proof of debt form;
- Proxy Form;
- Notice of use of website

The following documents will also be available for viewing and downloading on the website <https://ips-docs.com> prior to the decision date without further notice.

- Notice of resolutions for which approval is sought;
- Notice of invitation to form a Liquidation Committee;
- Proof of debt form;
- Proxy Form;
- Section 100 Report to Creditors

In accordance with Rule 6.14 of the Insolvency Rules (England & Wales) 2016, a copy of the Director's Statement of Affairs which is a schedule of assets and liabilities of the Company will be delivered prior to the Decision Date.

You will note that the statement of affairs includes personal data in the form of the names and addresses of individual creditors, together with the amounts owed to them. The directors are required to include this information in the statement of affairs, and send a copy to all known creditors, by virtue of section 99 and 100 of the Insolvency Act 1986 and rules 6.3, 6.4 and 6.14 of the Insolvency (England and Wales) Rules 2016. As a result, this is a valid use of the personal data of individual creditors, and it is not a breach of the General Data Protection Regulations (GDPR).

Please note that I must receive at least one vote by the decision date or the decision will not be made. I would therefore urge you to respond promptly.

Should you, or a group of creditors wish to request a physical meeting of creditors, you must do so not later than five business days after the date of delivery of this notice, and such requests must be supported by valid proof of your debt (if not already lodged). I will convene a physical meeting on behalf of the Board if creditors requesting a physical meeting represent a minimum of 10% in value or 10% in number of creditors or simply 10 creditors, where "creditors" means "all creditors."

I would advise you that when considering the decisions regarding approval of Joint Liquidators fees, if I only receive votes from creditors who I consider may be my associates under the provisions of Statement of Insolvency Practice 9, I will use their votes.

Please note that when carrying out all professional work relating to an insolvency appointment, Insolvency Practitioners are bound by the Insolvency Code of Ethics, as well as by the regulations of their professional body.

Business Helpline Group Limited and Opus Restructuring 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 we use your personal information on our website at

Business Helpline Group Limited <https://businesshelpline.uk/privacy-policy/>.
Opus Restructuring LLP www.opusllp.com/privacy-policy.

Finally, to comply with the Provision of Services Regulations, some general information about Business Helpline Group Limited, including about our complaints policy and Professional Indemnity Insurance, can be found on our website <https://businesshelpline.uk/provision-of-service-regulations>. This general information also includes details of Business Helpline Group's anti-Bribery policy.

A Creditors' Guide to Liquidators' Fees" is available to download at:

Business Helpline Group Limited <https://businesshelpline.uk/renumeration-policy/>
Opus Restructuring LLP <https://opusllp.com/restructuring-insolvency/creditor-fee-guide/>.

Should you require a paper copy, please send your request in writing and a copy will be provided at no cost.

Further information on the insolvency process may be found on the R3 Creditors website <http://www.creditorinsolvencyguide.co.uk/>.

If you have any queries regarding the meeting, please contact Kerry Marsh by email at support@businesshelpline.uk, or by phone on 01282 502832.

Yours faithfully,



Laura Stewart
Licensed Insolvency Practitioner