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| [COMPANY NAME] LIMITED (the Company) – In Liquidation  RECORD OF DECISION PROCEDURE  Creditors of Company Name Limited were asked to consider the following decisions by correspondence by Date (the **Decision Date**): |  |
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1. That the Liquidator’s revised fees estimate provided to creditors totalling £[Amount] be approved.
2. Whether a liquidation committee should be established if sufficient creditors are willing to be members of a committee and if so, who the creditors’ wish to nominate for membership of the committee.

**Outcome**

1. The Liquidator’s revised fees estimate totalling £[Amount] was approved.

*[OR if a different amount than requested from creditors was approved edit the above sentence to reflect that approval]*

1. Creditors decided to establish a liquidation committee. The names and addresses of those elected are as follows:

*[OR]*

Creditors made the decision not to establish a liquidation committee.

A schedule of the voting on each decision proposed is appended which forms part of this record.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **[Name]** (Liquidator)  Convener |