

Administration Proof of Debt
Rule 14.4, Insolvency (England and Wales) Rules 2016

Totally plc (in Administration)

Date of Administration: 6 June 2025

Please refer to the notes at the end of this form.

Name of Creditor

Address

Total amount of claim, including VAT, as at 6 June 2025
Less: any payments made to you after 6 June 2025 in
respect of the claim
Less: any trade or other discounts (except early payment discounts)
under Rule 14.20
Less: any adjustments for set off in accordance with Rule 14.24

Net claim after deductions

Amount of any outstanding uncapitalised interest included in claim

Amount of any VAT included in claim

Is the whole or any part of your claim preferential, within the meaning of
section 386, schedule 6, of the Insolvency Act 1986? If so, into which
category of debt does it fall?

Particulars of how and when the debt was incurred.

Is your claim secured? If so, please provide the following information:

- the nature of the security

- the date on which it was given
- the value which you put on the security

If you claim or have claimed reservation of title in respect of goods to which the debt refers, please give details here.

Please provide details of any document by reference to which the debt can be substantiated

Signed

Signature on behalf of creditor

Name

Address

Authority to sign on behalf of creditor

--

Date

--

For Administrator's use only

File with TotallyGroupAdmin@uk.ey.com

Reviewed by _____

Notes to Administration Proof of Debt Form:

1. Please attach a detailed statement of your account as at the date on which the company entered Administration.
2. VAT bad debt relief may usually be claimed six months after the date of supply.
3. The Administrator may call for any document or other evidence to be produced if it is considered necessary for the purpose of substantiating the whole or any part of the claim made.
4. The Joint Administrators may act as data controllers of personal data as defined by the General Data Protection Regulation 2016/679, depending upon the specific processing activities undertaken. Ernst & Young LLP and/or the Company may act as a data processor on the instructions of the Joint Administrators. Personal data will be kept secure and processed only for matters relating to the Joint Administrator's appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.