

TO ALL KNOWN CREDITORS

24 April 2025

Ref: SCAND01//TGV/BL/CL
Email: SDNrealisations@parthenon.ey.com

Dear Sirs

**SDN Realisations Limited (formerly Scandiborn Limited)
(in Administration) ('the Company')**

Notice to unsecured creditors of intention to declare a dividend

As you may be aware, on 11 August 2022 ('the date of appointment') the Company, which previously traded as Scandiborn, entered administration and T G Vance and S J Woodward were appointed as Joint Administrators.

Why are you receiving this letter

I am writing to you because I intend to declare a first and final dividend to the unsecured creditors of the Company and based on the Company's records, you may be an unsecured creditor of the Company. Your unsecured claim may have arisen due to:

- The supply of goods or services to the Company which you have not been paid for;
- An unredeemed gift card;
- An undelivered web order; or
- Other matters.

The Company's records indicate that, at the date of the Joint Administrators' appointment, there may have been an outstanding balance owing to you of £10.

I enclose, for your attention, formal notice of my intention to declare a dividend and would draw your attention, in particular, to the last date for proving claims set out in the notice (**6 June 2025**).

What does this mean for you

If you are an unsecured creditor of the Company, you have the right to submit an unsecured claim against the Company.

Based on the Company's current net property there is anticipated to be funds available to the unsecured creditors of c.£160,000. Per the Director's Statement of Affairs, it was estimated that the Company's non-preferential unsecured creditors totaled c.£1.5m.

Accordingly, we currently anticipate paying a first and final dividend to the unsecured creditors of c. 10p in the £ i.e. we anticipate that unsecured creditors may receive c.10% payment against their total agreed

claim. By way of example, if you have a valid unsecured claim of £50, you may receive a payment in the region of c.£5 in relation to your claim.

Please note, if you do not have a claim against the Company or do not wish to submit an unsecured claim you do not need to take any action. You will not be included in the dividend payment referred to in the previous paragraph.

If you would like to proceed with submitting a claim, I should be grateful if you would read the contents of this letter in full before submitting your claim.

Submitting an unsecured claim

To submit an unsecured claim and confirm the amount owed to you, you are required to submit your claim (also called Proof of Debt ("PoD")) to me on the Company's Creditor Portal (see below) on or before **6 June 2025**, this being the last date for proving your claim against the Company.

If you do not prove your debt by submitting a PoD on the Company's Creditor Portal by 6 June 2025 you will be excluded from the dividend which I intend to declare and pay within a period of two months from that date, being on or before 6 August 2025.

Using the Company's Creditor Portal

To submit your claim, you can lodge your PoD via the secure Company's Creditor Portal. The Company's Creditor Portal can be found at the website noted below, as well as your login details.

IPS Creditor website: www.ips-docs.com

Turnkey provides software solutions to the insolvency industry. This secure portal is the online gateway for exchange of information between creditor and the insolvency practitioner.

IPS Creditor Login: Case name: SDN Realisations Limited (Formerly Scandiborn Limited) (in Administration)

Case Login: SCAND01

From the drop down box select

SCAND01 ~ Ernst & Young LLP

Unique ID:

Please note that some creditors have experienced issues regarding their Unique ID and hence, for clarity, please review the table below to confirm the letters of your ID, noting that the portal is case sensitive.

Letter/Number	Description
I	Upper Case i ('I')
l	Lower case L ('l')
1	Number one ('1')

For further information regarding the Company's Creditor Portal, please see the instructions enclosed with this letter.

Should you have any issues accessing the Company's Creditor Portal, please contact the team at sdnrealisations@parthenon.ey.com or by post to Catriona Lynch, c/o Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP.

What is required from you to lodge your claim via the Company's Creditor Portal

As outlined above, according to the Company's records, there was an amount owing to you at the date of appointment of £10.

Question: Do you agree that your claim against the Company equals £10?

Yes - You agree with the claim amount noted above

If the amount owing to you is less than or equal to £1,000

- a) Log in to the Company's Creditor Portal using your Unique ID (see previous page)
- b) Lodge your claim on the Company's Creditor Portal (see enclosed instructions) and input into in the Debt incurred details box that "the claim being submitted equals that which is detailed in the Company's records"
- c) Ensure you provide both your postal address and bank details
 - If you are based in the United Kingdom, provide your Account Number and Sort Code.
 - If you are based outside of the United Kingdom, provide your Bank Name, Account Number, BIC/SWIFT code and IBAN account number.

If the amount owing to you is greater than £1,000

- a) Log in to the Company's Creditor Portal using your Unique ID (see previous page)
- b) Lodge your claim on the Company's Creditor Portal (see enclosed instructions) and upload all relevant supporting evidence (i.e. invoices, proof of delivery, account statements, gift card numbers etc.).
- c) Ensure you provide both your postal address and bank details
 - If you are in the United Kingdom, please provide your Account Number and Sort Code.
 - If you are outside of the United Kingdom, please provide your Bank Name, Account Number, BIC/SWIFT code and IBAN account number.

No - You don't agree with the claim amount noted above

- a) Log in to the Company's Creditor Portal using your Unique ID (see previous page)
- b) Lodge your claim on the Company's Creditor Portal (see enclosed instructions) and upload all relevant supporting evidence (i.e. invoices, proof of delivery, account statements, gift card numbers etc.).
- c) Ensure you provide both your postal address and bank details
 - If you are in the United Kingdom, provide your Account Number and Sort Code.
 - If you are outside of the United Kingdom, provide your Bank Name, Account Number, BIC/SWIFT code and IBAN account number.

Please note:

- You may be required to provide further details or produce such documentation or other evidence as necessary. If this is required, we shall write to you separately.
- To pay any unsecured dividend to you as quickly and efficiently as possible we require you to inform us of both your **postal address** and **bank details** (as noted on the previous page). Please ensure that you have complied with this requirement.

Should you wish to submit a paper Proof of Debt form, rather than submitting your claim online using the Company's Creditor Portal, you can obtain one from https://www.ey.com/en_uk/administrations/sdnrealisationslimited which can be submitted by post to Catriona Lynch, c/o Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP.

Should you have any queries regarding this letter or the enclosed documents, please contact us at SDNrealisations@parthenon.ey.com or by post to Catriona Lynch, c/o Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP.

Yours faithfully
for the Company



Catriona Lynch
for T G Vance
Joint Administrator

Enclosures: Notice of intention to declare a dividend (for information only)
Creditor Portal Instructions (please read)

Samuel James Woodward is licensed in the United Kingdom to act as an Insolvency Practitioner by the Institute of Chartered Accountants in England and Wales and Timothy Graham Vance is licensed in the United Kingdom to act as an Insolvency Practitioner by the Institute of Chartered Accountants of Scotland. As Insolvency Practitioners they are bound by the Insolvency Code of Ethics when carrying out all professional work relating to the appointment.

The affairs, business and property of the Company are being managed by the Joint Administrators, Timothy Graham Vance and Samuel James Woodward, who act as agents of the Company only and without personal liability.

The Joint Administrators may act as data controllers of personal data as defined by the UK General Data Protection Regulation (as incorporated in the Data Protection Act 2018), 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.

**Notice of intention to declare a dividend - Rules 14.29 and 14.30, Insolvency
(England and Wales) Rules 2016**

**SDN Realisations Limited (Formerly Scandiborn Limited)
(in Administration) ('the Company')**

Name of court:	High Court of Justice, Business and Property Courts Manchester, Insolvency and Companies List (ChD)
Court reference:	CR-2022-MAN-000677
Registered name of the company:	SDN Realisations Limited (formerly Scandiborn Limited)
Registered office address of the company:	c/o Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP, United Kingdom
Registered number:	10159378
Country of incorporation (for a company incorporated outside the United Kingdom):	N/A – UK incorporated
Date of appointment of the joint administrators:	11 August 2022
Details of any changes of administrator:	None
Full names of the administrators:	Timothy Graham Vance and Samuel James Woodward
Office holder number(s):	26710 and 12030
Administrators' address(es):	Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP, United Kingdom and Ernst & Young LLP, 2 St Peter's Square, Manchester. M2 3EY
Queries	SDNrealisations@parthenon.ey.com
Name of alternative person to contact with enquiries about the case:	Catriona Lynch

Notice is hereby given that the Joint Administrators intend to declare a first and final dividend to unsecured creditors within two months from **6 June 2025**. Creditors are required to send their proofs of debt to the Joint Administrators using the Company's Creditor Portal (details provided in the accompanying letter), or alternatively by contacting us by email at SDNrealisations@parthenon.ey.com or if no alternative by post to Catriona Lynch, c/o Ernst & Young LLP, 12 Wellington Place, Leeds, LS1 4AP, to arrive no later than **6 June 2025**.

Signed
Timothy Graham Vance
Joint Administrator



Date

24 April 2025

Creditor Portal Instructions - SDN Realisations Limited

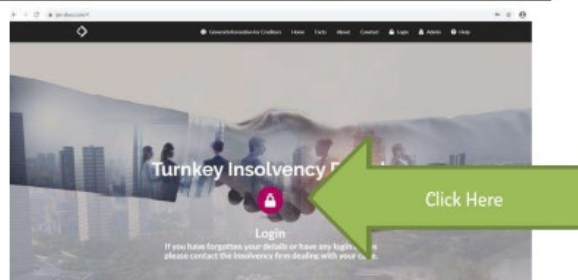
Go to the Creditor Portal Website: www.ips-docs.com

- The Case code is: **SCAND01**
- Your unique ID: detailed in the letter enclosed with these instructions

You will see the following:



Click on the padlock to login



This will provide you with the following:

Login

Enter the login details supplied by the insolvency practitioner

If you have forgotten your login details, contact the firm dealing with your case.

Login (Enter Company Name or Case Code) *

Enter : Company Name or : Case Code

Unique ID *

Enter : Unique ID

☐ I'm not a robot

The Case code is:

Enter the Unique login password in your email

The case (if found) should tell you the name of the Insolvency Practitioner firm looking after the proceedings.

Login

Enter the login details supplied by the insolvency practitioner

If you have forgotten your login details, contact the firm dealing with your case.

Login (Enter Company Name or Case Code) *

PORTAL01 - Turnkey Training Ltd Carson

Unique ID *

☐ I'm not a robot

Tick the box that says "I'm not a robot"

You will then get a screen to verify that you are indeed a person using a variety of methods (for example, selecting relevant pictures).

Once you have successfully completed this, you will need to click [Login]

Login

Enter the login details supplied by the insolvency practitioner

If you have forgotten your login details, contact the firm dealing with your case.

Login (Enter Company Name or Case Code) *

PORTAL01 - Turnkey Training Ltd Carson

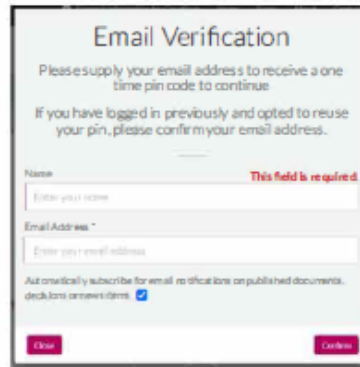
Unique ID *

☒ I'm not a robot

Click here

If you are using your Unique login, your name will now appear in the Name box.

You will need to enter an email address and select whether you wish to subscribe for e-mail notifications.

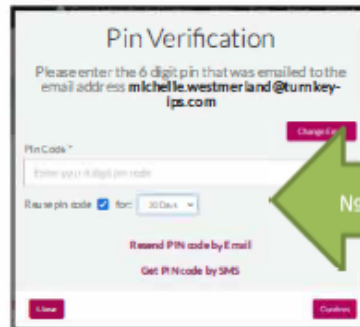


The 'Email Verification' form has a title 'Email Verification' and instructions: 'Please supply your email address to receive a one time pin code to continue' and 'If you have logged in previously and opted to reuse your pin, please confirm your email address.' It includes a 'Name' field with a red error message 'This field is required', an 'Email Address' field, and a checkbox for 'Automatically subscribe for email notifications on published documents, decisions or news items' which is checked. There are 'Clear' and 'Confirm' buttons at the bottom.

You will then be emailed a 6 digit pin code to enter into the data box

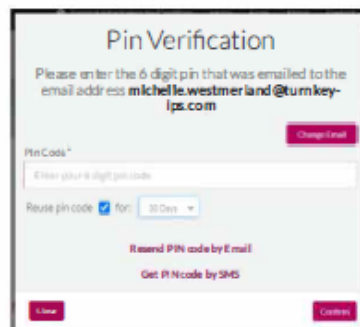
You can also get the pin code via SMS or change the e-mail address

We advise you to use the drop down menu to increase the number of days this pin code will be valid for.



The 'Pin Verification' form asks for a 6-digit pin code. It includes a 'Change Email' button, a 'Pin Code' input field, and a 'Reuse pin code' checkbox with a dropdown menu set to '30 Days'. A green arrow points to the dropdown menu with the text 'No of Days Pin is valid for'. Below the input field are links for 'Resend PIN code by Email' and 'Get PIN code by SMS'. There are 'Clear' and 'Confirm' buttons at the bottom.

Click on [Confirm]



This is another view of the 'Pin Verification' form, identical to the previous one. A green arrow points to the 'Confirm' button with the text 'Click here'.



You will then see the following page relating to you



The user dashboard for 'Clear Today Ltd' features a 'Case News' section at the top. Below it, there are three tabs: 'Case Details', 'Insolvency Practitioner Details', and 'My Creditor Details'. The 'Case Details' tab is active, showing a table with columns for 'Case Name', 'Case Number', 'Case Status', and 'Case Date'. The table contains one row with the case name 'Insolvency Practitioner Details', case number '123456789', status 'Open', and date '2023-01-01'. The 'Insolvency Practitioner Details' tab shows a table with columns for 'Name', 'Address', 'Phone', and 'Email', with one row for 'Insolvency Practitioner Details'. The 'My Creditor Details' tab shows a table with columns for 'Name', 'Address', 'Phone', and 'Email', with one row for 'My Creditor Details'. The 'turnkey' logo is visible at the bottom right.

See overleaf for instructions regarding:

- Updating Contact & Bank Details
- Lodging your Claim
- Uploading supporting evidence
- Checking your Claim status

Updating Contact & Bank Details

Updating Contact Details

You will see the current information that is held in the [Creditor Details] panel. This data may need updating and / or adding to.

It is worth checking they are still correct.

The initial screen will look like this:

My Creditor Details

Name : Donald Duck
Thomson Lodge, East Kilbride Road, East Kilbride,
Glasgow, G76 9HW
tanucanson@turnkey-ips.com
Claim Status : Downloaded by Firm
Claim Amount : 300.00
[Manage My Details](#)
[Manage My Bank Details](#)
[View/Rescind Claim](#)

You need to click [Manage My Details]

Click here

My Creditor Details

Name : Donald Duck
Thomson Lodge, East Kilbride Road, East Kilbride,
Glasgow, G76 9HW
tanucanson@turnkey-ips.com
Claim Status : Downloaded by Firm
Claim Amount : 300.00
[Manage My Details](#)
[Manage My Bank Details](#)
[View/Rescind Claim](#)
[Vote](#)

You will then see a form to complete the details.

Creditor and contact name should be your name.

You don't need to put a Company registration number or Country of incorporation

Please try to ensure there is an address, email and telephone number as a minimum.

Creditor details

Creditor Name *

Contact Name *

Company Registration Number

Country or Territory of Incorporation

Email Address *

Address Line 1

Address Line 2

Address Line 3

Save Close

There are two icons:

Save [This is the left hand icon]
Please save your contact details first

Close ... but before you close...
[SAVE]!

Creditor details

Creditor Name *

Contact Name *

Company Registration Number

Country or Territory of Incorporation

Email Address *

Address Line 1

Address Line 2

Address Line 3

Save Close

Icons

Handy Hint

Don't forget to save your contact details!

Updating Your Bank Details

The initial screen will look like this:

[My Creditor Details](#)

Name : Donald Duck

Thomson Lodge, East Kilbride Road, East Kilbride,
Glasgow, G76 9HW

✉ ian.carson@tumkey-ips.com

Claim Status : Download

Claim Amount : 300.00

[Manage My Details](#)

Table 6

[Manage My Event Details](#)[View/Renewal Claims](#)

5.5 cm

Visit

[Click here](#)



[Logout](#)
[Case](#)
[Help](#)

Creditor Bank details

Bank Country

 United Kingdom

Bank Currency

GBP - £

Account Name

Jan Account

Reference No.

12345

BIC

XXXX

Swift BIC

X

ABA routing no.

X

Are you using an intermediary to clear the funds into your bank account?

No

Next

Enter your relevant bank details onto the screen and click [Save]

[Click Here](#)

Lodging your Claim

If you are owed money in these proceedings, you can lodge your claim and proof of debt via the Portal.

After logging in with your Unique Log in details, you can Submit your claim:

My Creditor Details

Name: JaneBlack Enterprises Ltd

Email: jane.black@turnleytips.com

Claim Status: AWAITED

Manage My Details

Manage My Claim Details

Submit Claim

Log out

Click here

You see:

On the left hand side of the screen you will see your contact detail (you cannot amend them here – there is a link at the top to take you to the section where details can be amended – See “Updating Contact & Bank Details” above).

You will need to complete the details on the right hand side.

Work your way down the right hand side of the Claim form until you get to the bottom.

The Claim Amount is as set out in the email we sent you. If you think it should be higher please input the value of the claim you believe you have.

For Debt Incurred details please write: Giftcard

Please put today's date for the Date of Proof

Please do not complete any other details.

You can save regularly using the [Save] icon.

Make sure you carry on scrolling to the very bottom of the screen

After you have saved your claim form, a button will appear AT THE VERY BOTTOM below the submitting documents section

Click on [Submit Claim]



Your claim is not submitted until you have clicked the [Submit Claim] button.

The screenshot shows a web form titled 'Supporting Documents'. It has several input fields and a 'Submit Claim' button at the bottom right. A large green arrow points from the text 'Click Submit Claim' to the button.

You will be asked whether you want to submit the claim

If you are ready to transmit the data, Click [Yes]

The screenshot shows the same 'Supporting Documents' form, but with a modal dialog box overlaid. The dialog box asks 'Are you sure you want to Submit your Claim?' and has 'Yes' and 'No' buttons.

You should receive the following confirmation message:

Click [OK]

The screenshot shows a 'Message from webpage' dialog box. It contains a yellow warning icon and the text 'Claim submitted. The firm dealing with this case has been notified of your claim.' There is an 'OK' button at the bottom right.

If the screen does not automatically close after submitting the claim, then select [Close]



Selecting [Close] without clicking [Submit Claim] means that the form has not been sent to the Office Holder.

The screenshot shows the 'Supporting Documents' form with the confirmation dialog box. A large green arrow points from the text 'Click Here to Close' to the 'Close' button in the bottom right corner of the dialog box.

Handy Hint

Save your progress regularly, or you may lose the information

Handy Hint

Save everything again before you close the screen


Uploading supporting evidence

We require you to submit evidence in support of your claim if:

- You disagree with the claim amount noted in the Company's records (as detailed in the letter enclosed with these instructions); or
- The value of your claim is greater than above £1,000.


Evidence submitted on the Company's Creditors Portal must be in PDF format. If you are unable to submit the required evidence in PDF format, please email your evidence to SDNrealisations@parthenon.ey.com

Use the Browse button to find your file(s)



The screenshot shows the 'Supporting Documents' form. A green arrow points from the text 'Click Here to Browse' to the 'Browse' button. The form has fields for 'Please enter email file(s) (PDF only)', 'Please select document type', and a dropdown menu for 'Please select document type'. The 'Browse' button is on the right.

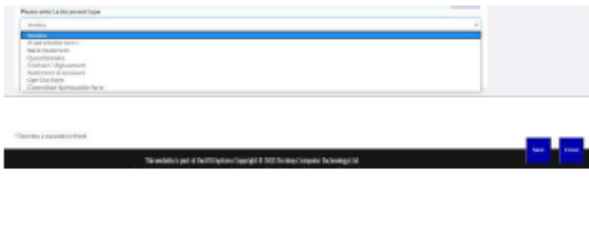
It is helpful if you tell us what the nature of the supporting documents are by selecting from the drop down menu



The screenshot shows the 'Supporting Documents' form. A green arrow points from the text 'Click Here to Browse' to the 'Browse' button. The form has fields for 'Please enter email file(s) (PDF only)', 'Please select document type', and a dropdown menu for 'Please select document type'. The 'Browse' button is on the right.


The options are:

- Invoice
- Proof of Debt Form
- Bank Statement
- Questionnaire
- Contract / Agreement
- Statement of Account
- Opt Out Form
- Committee Nomination Form



The screenshot shows the 'Supporting Documents' form. A green arrow points from the text 'Click Here to Browse' to the 'Browse' button. The form has fields for 'Please enter email file(s) (PDF only)', 'Please select document type', and a dropdown menu for 'Please select document type'. The 'Browse' button is on the right.

Select [Upload]



The screenshot shows the 'Supporting Documents' form. A green arrow points from the text 'Click Here to Browse' to the 'Browse' button. The form has fields for 'Please enter email file(s) (PDF only)', 'Please select document type', and a dropdown menu for 'Please select document type'. The 'Browse' button is on the right.

Remember to [Save]



The screenshot shows the 'Supporting Documents' form. A green arrow points from the text 'Click Here to Browse' to the 'Browse' button. The form has fields for 'Please enter email file(s) (PDF only)', 'Please select document type', and a dropdown menu for 'Please select document type'. The 'Browse' button is on the right.

Make sure you carry on scrolling to the very bottom of the screen

After you have saved your evidence, a button will appear AT THE VERY BOTTOM below the submitting documents section

Click on [Submit Claim]



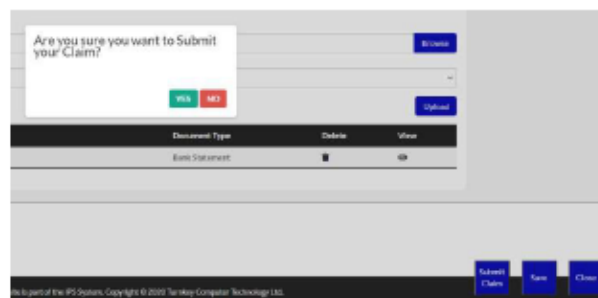
Your evidence is not submitted until you have clicked the [Submit Claim] button.

This action will send everything to the Office Holder.



You will be asked whether you want to submit the claim

If you are ready to transmit the data, Click [Yes]



You should receive the following confirmation message:

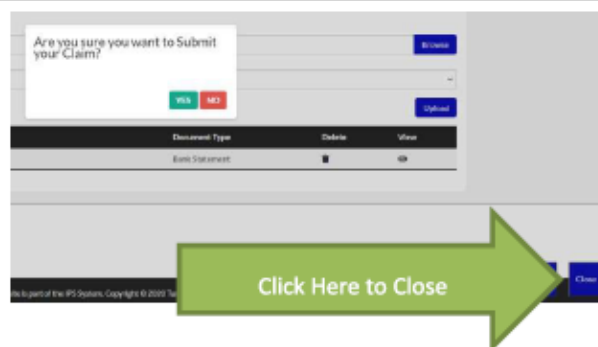
Click [OK]



If the screen does not automatically close after submitting the evidence, then select [Close]



Selecting [Close] without clicking [Submit Claim] means that the evidence has not been sent to the Office Holder.



Checking your Claim status

This is where you can check to see how your claim is progressing after logging in.

You can see the status of your claim here

My Creditor Details

Name : Donald Duck
● Thornton Lodge, East Kilbride Road, East Kilbride,
Glasgow, G76 9HW
✉ ian.carson@turnkey-ips.com
Claim Status : Downloaded by Firm
Claim Amount : 300.00

[Manage My Details](#)
[Manage My Bank Details](#)
[View/Resubmit Claim](#)
[Write](#)

Claim Status

You can also view or resubmit your claim here

My Creditor Details

Name : Donald Duck
● Thornton Lodge, East Kilbride Road, East Kilbride,
Glasgow, G76 9HW
✉ ian.carson@turnkey-ips.com
Claim Status : Downloaded by Firm
Claim Amount : 300.00

[Manage My Details](#)
[Manage My Bank Details](#)
[View/Resubmit Claim](#)
[Write](#)

Click here

Status Meaning

Status: Awaited

- Please submit your claim electronically.

Status: Downloaded by Firm

- This means that the claim form has been started, but not yet submitted to the Office Holder.

Status: Submitted

- This means you have submitted your claim, the office holder is aware of your claim but has not yet processed it.

Status: Received

- This means the office holder has received your claim. They are currently evaluating it for admitting for voting and/or dividend purposes.

Status: Admitted

- This means your claim has been admitted for dividend purposes. You do not need to submit a further claim under this account.

Status: Admitted/Rejected

- The office holder has agreed part of your claim and rejected the balance. You will receive correspondence in relation to this.

Status: Rejected

- The office holder has rejected your claim entirely. You will receive correspondence in relation to this.