



1 February 2024

New Zealand Vacuum Cleaner Company Limited (Administrators Appointed) (the “Company”)

Letter to Creditors

We advise that Stephen Robert White and John Howard Ross Fisk of PricewaterhouseCoopers New Zealand (“PwC”) were appointed joint and several Voluntary Administrators of the Company on 30 January 2024 pursuant to section 239I of the Companies Act 1993 (the “Act”).

We are continuing to trade most of the Company’s operations on a “business as usual” basis while looking to determine the most appropriate way forward, which we are hopeful will be a going concern sale of the Company’s business and assets.

We advise that all debts due by the Company are effectively ‘frozen’ as at 30 January 2024. The Administrators do not have any liability under, and expressly refrain from adopting, any contracts of the Company existing at the date of their appointment.

If you hold a security interest against any of the goods you have supplied and have not already received a security interest over goods questionnaire, please email nz_godfreys@pwc.com to request one.

The Administration process

The administration process is designed to provide companies in financial difficulties the opportunity to appoint an independent administrator to assess whether it is possible to restructure their affairs.

The objectives of the administration process, as set out in the Act, are to:

- a) maximise the chances of the Company, or as much as possible of its business, continuing in existence; or
- b) if it is not possible for the Company or its business to continue in existence – result in a better return for the Company’s creditors and members than would result from an immediate winding up of the Company.

The appointment of administrators provides a moratorium period during which control of the Company is placed into the hands of an independent person. During this period, the Administrators will assess the Company’s financial position and develop proposals to submit to creditors. The creditors will then decide the future of the Company through a vote.

There are generally two meetings of creditors held during an Administration. The first meeting is held within eight working days of the Administrators’ appointment. This meeting allows the Administrators to report on their initial findings and the creditors to elect a committee to assist the Administrators. Creditors can also vote to replace the current administrators if an alternative administrator is proposed at the meeting. Prior to the second meeting of creditors, known as the Watershed Meeting, the Administrators will prepare a report for creditors and make recommendations on the future of the Company. The creditors will then decide the future of the Company through a vote.



Enclosed with this letter are the following:

- **Formal notice of the first meeting of creditors.** The meeting is to be held pursuant to Section 239AN of the Act at **11:00am on Friday, 9 February 2024**. The meeting will take place at PwC's offices at the following locations:
 - Level 27, PwC Tower, 15 Customs Street West, Auckland 1010.
 - Level 4, PwC Centre, 60 Cashel Street, Christchurch 8013
 - Level 4, PwC Centre, 10 Waterloo Quay, Wellington 6011

If you wish to attend in person, please arrive at the meeting venue 15 minutes before the scheduled commencement time in order to facilitate the registration procedures.

- Instructions on voting at the meeting and on completing the creditors claim form, postal vote form and appointment of proxy form.
- **An informal creditors' claim form for voting purposes.** A person is not entitled to vote at the meeting unless they provide particulars of their debt or claim to the Administrators before the meeting. Please note that the amount admitted for voting is for the purposes of voting at the creditors' meeting only.

Please state in the attached creditors' claim form the amount of your debt or claim for the purpose of voting at the creditors' meetings and complete, sign and return the claim form marked for our attention in the manner outlined below. You should be aware that the Administrators may elect to estimate the amount of any creditor's claim that is for any reason uncertain. The Administrators reserve all rights to further scrutinise claims for the purpose of a distribution or call for new claims to be filed.

- **A form of proxy.** This form should be completed by any creditor that wishes for somebody to attend the meeting and vote on their behalf. Please note, a proxy needs to be approved by the director, shareholders or board members of the company you are voting on behalf of.
- **A postal vote.** This form should be submitted if you are not attending the meeting of creditors and do not wish to appoint a proxy to vote on your behalf.
- Declaration of Independence, Relevant Relationships and Indemnities ("DIRRI"), Statement of Interests, and Notice to Creditors about Administrators as Licensed Insolvency Practitioners.

These forms should be completed and returned to the following address not later than 11.00am on Wednesday, 7 February 2024, being two working days prior to the start of the meeting:

New Zealand Vacuum Cleaner Company Limited (Administrators
Appointed) C/- PwC
Private Bag 92162
Auckland
Attention: Janet Sprosen

Or by email to: nz_godfreys@pwc.com



Postal votes and proxies received after the deadline will be invalid for voting at the meeting of creditors.

Related parties of the Company will be able to vote. However, the Administrators must disregard their votes pursuant to section 239M of the Act.

Communications with creditors and suppliers

Going forward, all notices and communications in relation to the administration will be to you at the email address or addresses by which the Company normally communicates with you.

Should you need a copy of a notice or other document, please email your request to nz_godfreys@pwc.com.

If you wish to change your email address or specify the manner in which notices should be sent to you, please let us know using the contact details specified above.

Court Application

The Administrators will be seeking court orders to:

- extend the convening period as defined in s 239AT(2) of the Act;
- extend the period of time in which the applicants are required to give notice of termination of a contract of employment under s 239Y(3) of the Act be extended under s 239Y(4) of the Act, with any wages or salary that accrue under such contracts being an expense of the Administration; and
- will permit the Administrators to give notices and other documents relating to the administration by email and upload to PwC's website.

We will update creditors on the outcome of this application as soon as it has been determined.

Yours faithfully

New Zealand Vacuum Cleaner Company Limited (Administrators Appointed)

A handwritten signature in black ink, appearing to be 'Stephen White', written over a horizontal line.

Stephen White
Administrator