



Re: MFI Group Limited *In Administration*

Free Impartial Advice for Installers Owed Money

On Wednesday 26th November 2008, MFI Group Limited went into formal administration, details of which can be found on the MFI official website (<http://www.mfi.co.uk>).

Legally appointed administrators MCR have now taken financial control of the business and any installer (supplier) owed money can choose to take advice from a legal representative with regard to their rights in law.

The Institute of Kitchen, Bedroom & Bathroom Installers is an independent organisation dedicated to the support of kitchen, bedroom and bathroom installers and those retailers offering an installed product.

Due to the impact of MFI's administrative status on potentially more than a thousand UK installers and the industry as a whole, we have sought legal advice from our legal representatives in an effort to support, not only our members who are connected with MFI, but also non-members.

This advice is free and without prejudice.

The advice we give is impartial and if you are in any doubt about the content we strongly recommend you contact a legal representative as soon as possible. iKBBI members can email our specialist support team at mfi@ikbbi.org.uk for advice beyond this document.

Guidance Notes

It is quite normal for the administrator to provide a formal 'notice of claims form' that he / she will send to everyone that has a claim against MFI to complete and return. Even if you send in your letter you will still have to complete one of their forms and attach your proof of debt.

The difficulty is that in the event that the administrator is not made aware of any outstanding claims then he will not write to you in the first place and you will not be considered hence we advise that you put your letter in first and keep copies of everything.

Finally if you do not want to go to the expense of sending the letters by recorded delivery - we recommend you send it with a certificate of posting which is available from any Post Office and it is free of charge - you only pay for the normal postage costs of your letter.

We wish all installers good luck with the recovery of debt.

Yours sincerely

Damian Walters

Operations Director

For and on behalf of The iKBBI Board of Directors

CONFIDENTIAL

P.Duffy / G.Bouchier / P.Clark
MCR
43-45 Portman Square
London
W1H 6LY

Dated: ____ / ____ / 2008

Dear Sirs,

Re: MFI Group Limited (In Administration)

I write to you today, without prejudice, as a supplier to MFI Group Limited, in administration as of the 26th November 2008.

I am a registered installer for MFI and have an outstanding balance due from MFI for services rendered in connection with installation(s) carried out in good faith for the company.

According to my records I am owed £_____ (Gross) in connection with ____ (number of) installation(s) carried out for MFI. Whilst I am positive you will already be aware of this money owed to me, I trust this formal communication will be received and processed as per the lawful administration procedure.

Whilst I have not included proof of the debt, I have of course kept records and can supply copied details upon request by you during the next steps.

My details are as follows:

My Name: _____

Trading As: _____

MFI Kit Number: _____ (MFI Account Number)

Address: _____

Post Code: _____

Telephone: _____

Yours sincerely,

Signed:..... Print:_____ Date: ____ / ____ / 2008