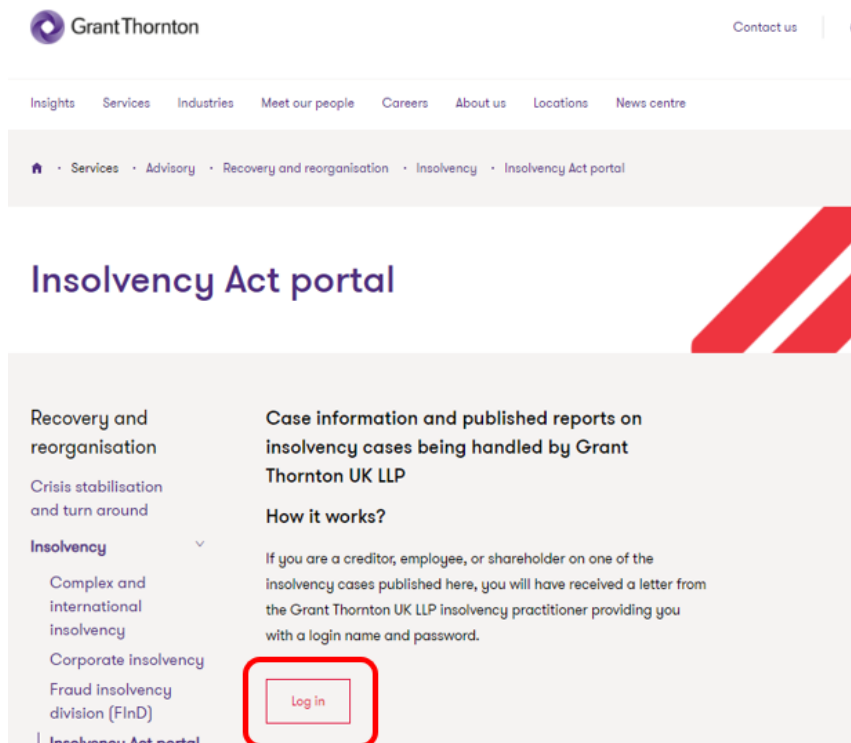


The Grant Thornton Recovery and Reorganisation webpage can be accessed using the web address below:

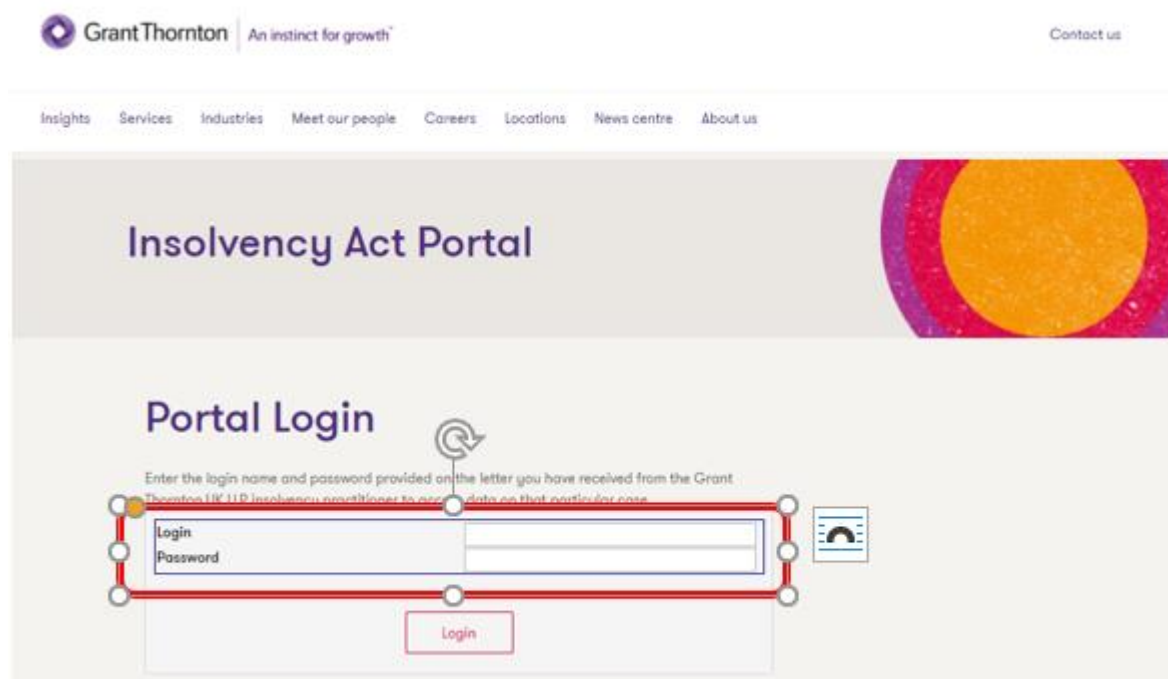
<https://www.grantthornton.co.uk/portal/>

Please note the portal works better on some web browsers than others. If you notice any features not working, please try a different web browser first. If you are using an older web browser with out-of-date TLS security, you could encounter issues logging in.

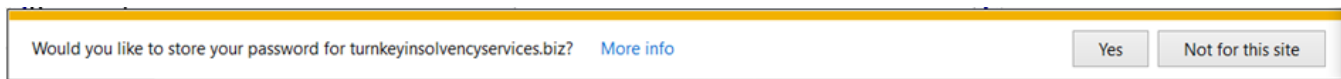


Click the Log in button and you will be re-directed to the Insolvency Act Portal log in page (please note the web address for this page will show as - <https://turnkeyinsolvencyservices.biz/gt-login.html>)

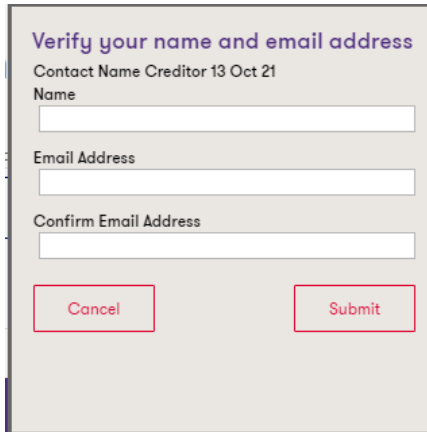
Enter Login and Password details as per the correspondence received from Grant Thornton and click Login. Ensure you put in the correct characters as per the correspondence received – password is numerical.



Pop ups may appear asking if you want to save the password – these will differ depending on which web browser you are using (Chrome/Edge/IE). Ensure you answer this question before continuing as this may affect the website functionality.

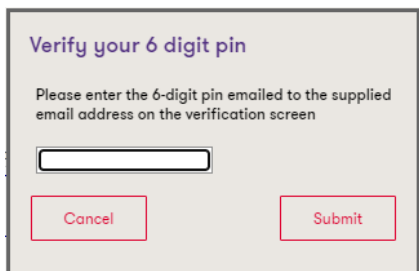


Once the portal login details have been entered the following screen will appear where you need to put your name and email address (twice) then click submit.

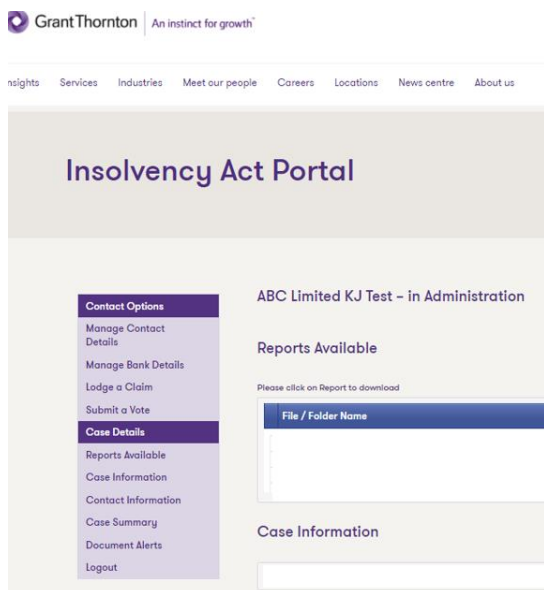


This information is required to keep a register of who has logged in for the specific contact.

A 6-digit pin number will be sent to the email address entered. Enter the pin and click submit. If you do not receive the auto generated email – please check your spam folder or check with your IT team to see if external emails are being blocked.



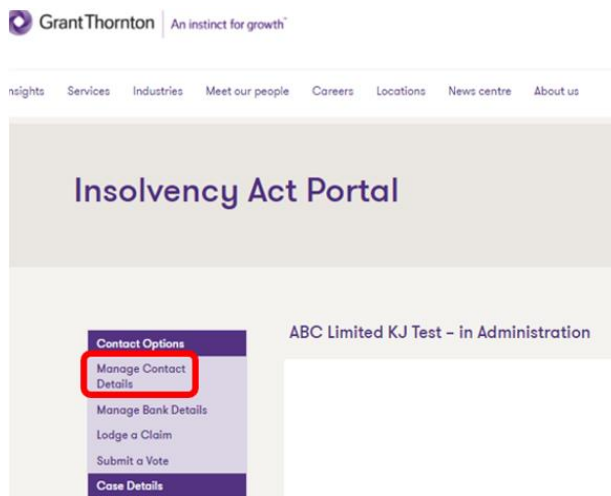
The portal will open on the Case Details page – this page shows details relating to the insolvent company/individual and any reports available.



## Manage Contact Details

This page shows contact details currently held by Grant Thornton.

The data fields are editable, if amendments are required, enter the details. Once the data is ready to send click the submit button. This will send the data through to Grant Thornton to update your records.



Grant Thornton | An instinct for growth™

nsights Services Industries Meet our people Careers Locations News centre About us

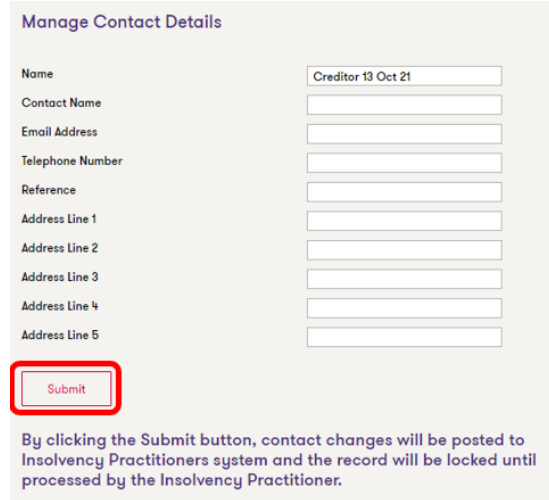
# Insolvency Act Portal

ABC Limited KJ Test - in Administration

**Contact Options**

- Manage Contact Details**
- Manage Bank Details
- Lodge a Claim
- Submit a Vote

**Case Details**



### Manage Contact Details

Name

Contact Name

Email Address

Telephone Number

Reference

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Address Line 5

**Submit**

By clicking the Submit button, contact changes will be posted to Insolvency Practitioners system and the record will be locked until processed by the Insolvency Practitioner.

## Manage Bank Details

This page shows bank account details currently held by Grant Thornton.

The data fields are editable, if amendments are required, enter the details, you must add documentation to verify the bank details by clicking the browse button, selecting the document to add, then click upload file (you will need to repeat this process for each document which needs adding). Once the data is completed and ready to send click the submit button. This will send the data through to Grant Thornton to update your records. **For fraud purposes your data will only be accepted with the correct backup documentation attached.**

**Grant Thornton** | An instinct for growth™

sights Services Industries Meet our people Careers Locations News centre About us

# Insolvency Act Portal

ABC Limited KJ Test - in Administration

**Contact Options**

- Manage Contact Details
- Manage Bank Details**
- Lodge a Claim
- Submit a Vote

**Case Details**

## Manage Bank Details

Details currently held by the Insolvency Practitioner. These will be used for any future dividend payments.

Account Name

Bank Account Currency

Sort Code ( UK Bank Account Only )

Account Number ( UK Bank Account Only )

IBAN/Foreign Bank Account Number (If appropriate)

Swift BIC ( if appropriate )

ABA Routing Number (if appropriate )

Please provide any two pieces of documentation from the list below to verify the bank details provided.

- Bank details on letter headed paper signed by a director or other authorised person
- Invoice, which incorporates bank account details
- Bank statement - including bank details, dated within 3 months
- Copy cheque - including bank details
- Bank giro credit slip (Paying in slip) - including bank details
- Statement of fees - including bank details
- Statement of eligibility - including bank details
- Certificate of interest - including bank details

1. Click Browse.. link to select a document to upload. PDF documents or Images only

2. Click Upload File button to upload the file.

**Browse...**

File Name	File Date

**Upload File** **Delete File**

**Submit**

By clicking the Submit button, Bank detail changes will be posted to Insolvency Practitioners system and the record will be locked until processed by the Insolvency Practitioner.

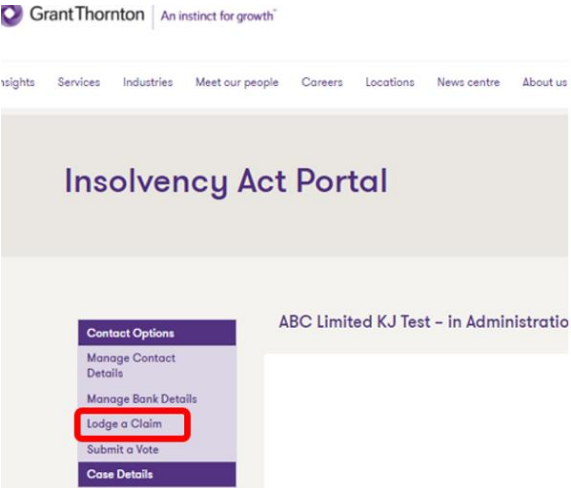
### Lodge a Claim

This page should be used to lodge a claim (E&W - Proof of Debt, Scotland - Statement of Claim) it may show claim details currently held by Grant Thornton.

The data fields are editable from point 5 onwards (if you need to amend the name of contact or address do this in the Manage Contact Details page) Enter details for the total claim amount you want to submit. You must add documentation to verify the proof of debt claim by clicking the browse button, selecting the document to add, then click upload file (you will need to repeat this process for each document which needs adding). You can save the progress regularly by clicking the save button (this will ensure you don't lose any information entered). When you've clicked save, 2 further buttons will become available:

Print Copy – this will produce a proof of debt form in PDF format for you to save for your records.

Submit – Your claim is not submitted until you have clicked the Submit button. Click this button to send the data through to Grant Thornton to update your records.



The 'Contact Claims' form contains the following fields and buttons:

- 1. Insolvent Company:** ABC Limited KJ Test
- 2. Date of Insolvency:** 19/12/2018
- 3. Name of Contact:** Creditor 13 Oct 21
- 4. Address of Contact for Correspondence:** [Text area]
- 5. Total amount of claim, including any VAT and outstanding uncapitalised interest as at the date the company went into administration:** 0.00
- 6. Details of any documents by reference to which the debt can be substantiated:** [Text area]
- 6a. Proof of Debt Document Upload:**
  - 1. Click Browse.. link to select a document to upload. PDF documents and Images only.
  - 2. Click Upload File button to upload the file.
- Browse..** (button, highlighted with a red box)
- File Name** / **File Date** (table headers)
- Upload File** (button, highlighted with a red box)
- Delete File** (button)
- 7. If total amount in 5 above included outstanding uncapitalised interest please state amount:** 0.00
- 8. Particulars of how and when debt incurred:** [Text area]
- 9a. Particulars of any security held, the value of the security, and the date it was given:** [Text area]
- 9b. The value of the security:** 0.00
- 9c. The date it was given:** [Text area]
- 10. Particulars of any reservation of title claimed in respect of the goods supplied to which the claim relates:** [Text area]
- 11. Name:** [Text field]
- Position with or relation to contact:** [Text field]
- Address of person signing (if different from 2):** [Text field]
- Postcode:** [Text field]
- Save** (button, highlighted with a red box)
- Submit** (button, highlighted with a red box)
- Print Copy** (button, highlighted with a red box)
- Save** (button, highlighted with a red box)

By clicking the Submit button, the claim will be posted to Insolvency Practitioners system and the record will be locked until processed by the Insolvency Practitioner.

## Submit a Vote

This page will show active decisions/votes which required a response. A claim will need to be lodged first before any decisions/votes will appear.

Click the vote button for the decision you want to vote on, select the answer Yes or No and add any additional comments then click submit vote. This will send the data through to Grant Thornton. **You are only able to vote once.**

Alternatively you can click the button Request a Meeting – enter a meeting request reason then click Request Meeting. This will send the data through to Grant Thornton.

 Grant Thornton | An instinct for growth™

[Insights](#)
[Services](#)
[Industries](#)
[Meet our people](#)
[Careers](#)
[Locations](#)
[News centre](#)
[About us](#)

## Insolvency Act Portal

**Contact Options**  
[Manage Contact Details](#)  
[Manage Bank Details](#)  
[Lodge a Claim](#)  
[Submit a Vote](#)

**Case Details**  
[Reports Available](#)  
[Case Information](#)  
[Contact Information](#)  
[Case Summary](#)  
[Document Alerts](#)  
[Logout](#)

ABC Limited KJ Test – in Administration

Reports Available

Please click on Report to download

File / Folder Name

Case Information

## Decisions

### By Vote

Whether a creditors' committee be formed.

Due Date: 29 Oct 2021 23:59

Decision: No decision

In accordance with r15.31(8), your vote cannot be changed once submitted.

Vote

or

Request a Meeting

### Decision by Vote

Answer

☒ Yes
 ☐ No

Comments

Cancel

Submit Vote

### Meeting Request

Meeting Request Reason

Cancel

Request Meeting