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**TO ALL KNOWN CREDITORS**

13 March 2020

Ref: AH/SE/JR/LW/AW

Email: flybesuppliers@uk.ey.com

Dear Sirs

## **Flybe Limited (in Administration) (“the Company”)**

On 5 March 2020 the Company entered administration and Alan Hudson, Joanne Robinson, Lucy Winterborne, and I were appointed as Joint Administrators (“the Administrators”). The appointment was made by the Company by order of the Court under the provisions of paragraph 12(1)(a) of Schedule B1 to the Insolvency Act 1986. The Administrators act as agents of the Company only and without personal liability.

Formal notice of our appointment is attached in Appendix A below.

As licensed insolvency practitioners, we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to the Administration.

Please note that debts incurred by the Company before our appointment will rank as unsecured claims against the Company. Any sums due to the Company arising after our appointment must be paid in full and without set-off against any debts incurred by the Company prior to our appointment.

Certain debts due from the Company may be preferential in accordance with section 386 of the Insolvency Act 1986. If you consider that you have a claim in this category, please advise me immediately. If you hold any security for your claim or you consider that you have title to any assets in the company’s possession, please forward details to me as soon as possible.

You may be entitled to VAT bad debt relief on debts arising from supplies more than six months old. This procedure does not involve the Administrators and claims should be made directly to HM Revenue & Customs.

The directors are required to submit a statement of affairs to us and you will appreciate that the full financial position is not yet known.

**Please note that with effect from the date of our appointment, 5 March 2020, the Company will not be responsible for payment for any goods or services delivered to the Company except where the Administrators have written to suppliers under separate cover, confirming that the Company requires such supplies during the Administration period.**

For the avoidance of doubt, please note that the Company’s subsidiary, Flybe Aviation Services Limited (“FAS”) continues to trade as usual. Please direct any queries relating to FAS to your usual contacts.

## Submitting a claim

Should you believe you are an unsecured creditor and wish to submit a claim against the Company then please do so by providing all relevant details at the below website and using the following login details:

Website: [www.ips-docs.com](http://www.ips-docs.com)

Case code: LO7908

Unique ID: **Please request by sending an email to [flybesuppliers@uk.ey.com](mailto:flybesuppliers@uk.ey.com)**

Alternatively, a hard copy proof of debt can be downloaded from [www.ey.com/en\\_uk/ey-flybe-limited-administration](http://www.ey.com/en_uk/ey-flybe-limited-administration), or upon request from this office.

At present, I am unable to indicate whether there will eventually be a surplus available for creditors. However, in accordance with paragraph 49(5) of Schedule B1 to the Insolvency Act 1986, we shall be preparing proposals within eight weeks of our appointment. The proposals will be made available to all creditors and will give an indication of the likely dividend prospects.

At this time, we will also set out our proposals for remuneration and will seek approval for the basis. The statutory provisions relating to remuneration are set out in Chapter 4, Part 18 of the Insolvency (England and Wales) Rules 2016 (the Rules). Further information is given in the Association of Business Recovery Professionals' publication 'A Creditors' Guide to Administrators' Fees', a copy of which may be accessed from the web site of the Institute of Chartered Accountants at <https://www.icaew.com/en/technical/insolvency/creditors-guides>, or is available in hard copy upon written request to the Joint Administrators.

## Other matters

If there are any matters concerning the Company's affairs which you consider may require investigation and consequently should be brought to our attention, please forward the details to me by email at [flybeadministration@uk.ey.com](mailto:flybeadministration@uk.ey.com) or to me using the contact details at the top of this letter.

## Opting out

Under the provisions of Rule 1.39, creditors have the right to elect to opt out of receiving further documents relating to the Administration.

If you do elect to opt out you will still receive the following documents:

- Any which the Insolvency Act requires to be delivered without expressly excluding opted-out creditors;
- Notice relating to a change in the Administrators, or their contact details;
- Notice of dividend or proposed dividend; or
- A notice which the court orders to be sent to all creditors, or all creditors the particular category to which you belong.

Any election to opt-out will not affect your entitlement to receive dividends, if any are paid.

Unless the Rules provide to the contrary, opting-out will not affect your rights to vote in a decision procedure or participate in a deemed consent procedure, although you would not receive notice of such procedures.

Any opted-out creditors will be treated as opted out in respect of any consecutive insolvency procedure which might follow the Administration.

You may opt-out by delivering an authenticated (e.g. signed) and dated notice to me stating that you are electing to be an opted-out creditor in relation to this Administration. You may at any time revoke this election by delivering to me an authenticated and dated notice stating that you no longer wish to be an opted-out creditor.

**Notification that future documents will be made available on a website**

Please note, all future documents in the Administration, other than those described at the end of this letter, will be made available for viewing and downloading at the following web address [www.ey.com/en\\_uk/ey-flybe-limited-administration](http://www.ey.com/en_uk/ey-flybe-limited-administration), without any further notification from me.

I will not be obliged to deliver (i.e. send) any such documents to you, unless specifically requested by you.

You may at any time request a hard copy of all documents currently available for viewing on the website and/or all future documents which may be made available there.

If you do wish to receive a hard copy of the documents, please email [flybeadministration@uk.ey.com](mailto:flybeadministration@uk.ey.com) or write to me, using the contact details at the top of this letter and a copy will be sent to you.

The following documents will still be delivered by post or email:

- Any document for which personal delivery is required
- Any notice of intention to declare a dividend
- Any document which is not delivered generally (e.g. which is not sent to all known creditors or members)

If you require any further information or explanation, please do not hesitate to contact one of my team on [flybesuppliers@uk.ey.com](mailto:flybesuppliers@uk.ey.com).

Yours faithfully  
For and on behalf of the Company



S J Edel  
Joint Administrator

Alan Michael Hudson, Simon Jamie Edel, Joanne Honor Robinson and Lucy Winterborne are licensed in the United Kingdom to act as Insolvency Practitioners by the Insolvency Practitioners Association.

The affairs, business and property of the Company are being managed by the Joint Administrators, Alan Michael Hudson, Simon Jamie Edel, Joanne Honor Robinson, and Lucy Winterborne, 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 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](http://www.ey.com/uk/officeholderprivacy)

Enc: Appendix A - Notice of Joint Administrators' Appointment

**Appendix A****Notice of Administrators' Appointment – paragraph 46(3) of Schedule B1 to the Insolvency Act 1986****Flybe Limited (in Administration) ('the Company')**

Name of Court	High Court of Justice Business and Property Courts of England and Wales Insolvency and Companies List (ChD)
Court reference number	CR-2020-001582
Company registered number:	02769768
Nature of business	Scheduled passenger air transport
Registered office of company	New Walker Hangar, Exeter International Airport, Clyst Honiton, Exeter, EX5 2BA
Principal trading address (if different from above)	N/A
Any other name under which the company was registered in the previous 12 months	N/A
Any other name(s) or style(s) under which the company carried on business or incurred debts	N/A
Date of appointment of administrators	5 March 2020
Names and addresses of administrators	Alan Michael Hudson, Simon Jamie Edel and Joanne Honor Robinson at 1 More London Place, London, SE1 2AF;  Lucy Winterborne at The Paragon, 32 Counterslip, Bristol, BS1 6BX
Joint / Administrators IP Nos	9200, 9810, 19890, 21130
Email	flybeadministration@uk.ey.com
Name of alternative person to contact with enquiries about the case	A Walji

**Notice to all creditors**

On 5 March 2020 the Company entered administration and Alan Michael Hudson, Joanne Honor Robinson, Lucy Winterborne and I were appointed as Joint Administrators. The appointment was made by the Company by order of the Court under the provisions of paragraph 12(1)(a) of Schedule B1 to the Insolvency Act 1986.

Signed:



Date: 13 March 2020