

Notes to Administration Proof of Debt Form:

1. This proof of debt form is for use by reinsurance and trade creditors only and may be submitted to the Joint Administrators by post, by fax or email to eastwestinsurance@uk.ey.com

Insurance claimants should not use this form, and should instead continue to direct queries relating to their policy or claims to the claims handling team either by email to enquiries@east-west-insurance.com or by telephone on 0333 4000 393.

2. Please attach a detailed statement of your account as at the date on which the company entered Administration.
3. VAT bad debt relief may usually be claimed six months after the date of supply.
4. The Joint Administrators may call for any document or other evidence to be produced if it is considered necessary for the purpose of substantiating the whole or any part of the claim made.
5. 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.