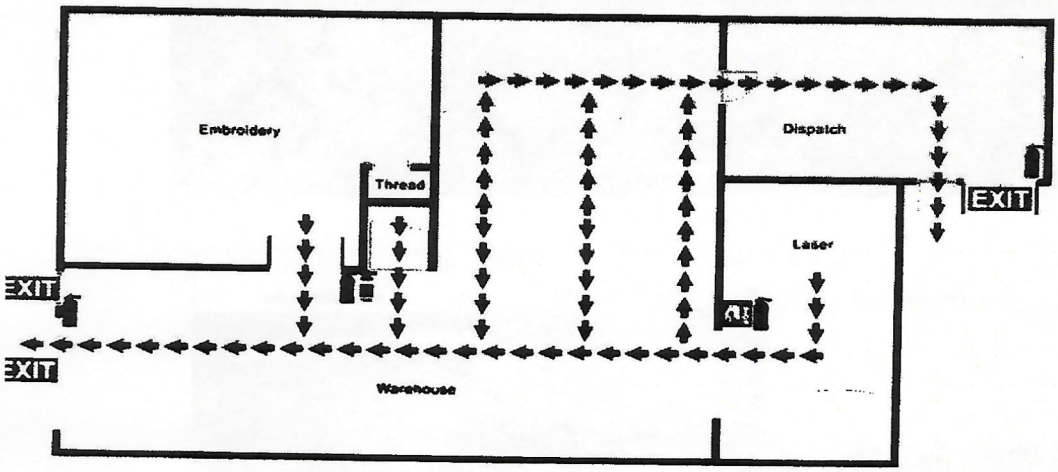
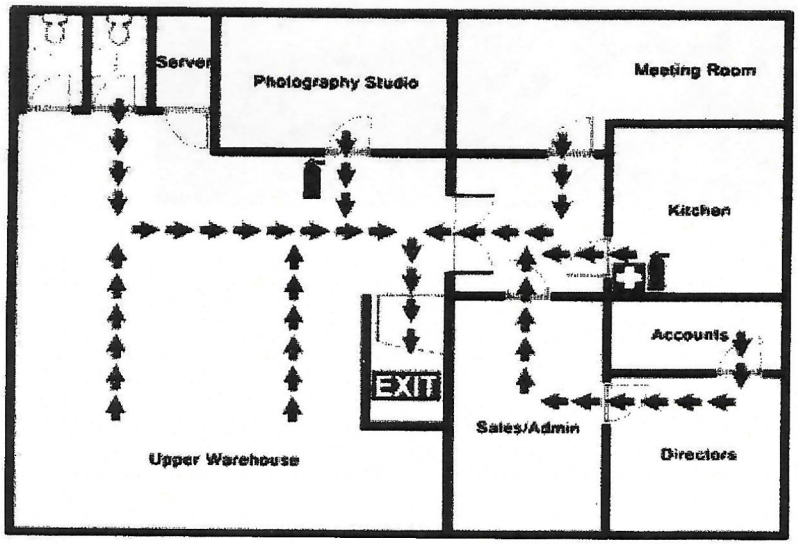
I, FRASER STEWART of Unit 1 Easting Close, Worthing, in the County of West Sussex BN14 8HQ say as follows:

1. I am a Director of Duncan Stewart Textiles Limited registered office 41b Beach Road, Littlehampton, BN17 5JA, along with my brother Andrew Stewart
2. In 1998 we purchased a property called Aztex House, Ivy Arch Road, Worthing, BN14 8BX for the purposes of running a textile business that imported basic items and tailored these to the needs of our customers.
3. This property had prior to our purchase been converted from a warehouse into a light industrial unit by upgrading the electrics to support machinery and adding a first floor with offices, toilets, and a kitchen. We have since further upgraded by adding a new IT system complete with cabling throughout the building to support modern machinery and further rooms.
4. These rooms were used for a showroom, embroidering textiles, and personalisation of items for sale to our customers. These items range from our textiles products such as towels and robes, to our newer laser engraved lines such as glassware and enamel products.
5. Our customer base is split between e-commerce marketplaces, such as Amazon, Not on the High Street, Etsy and our own website and trade customers such as wholesalers and promotional agencies.
6. Below is a detailed floor plan of the building showing the uses of each room:

GROUND FLOOR



FIRST FLOOR

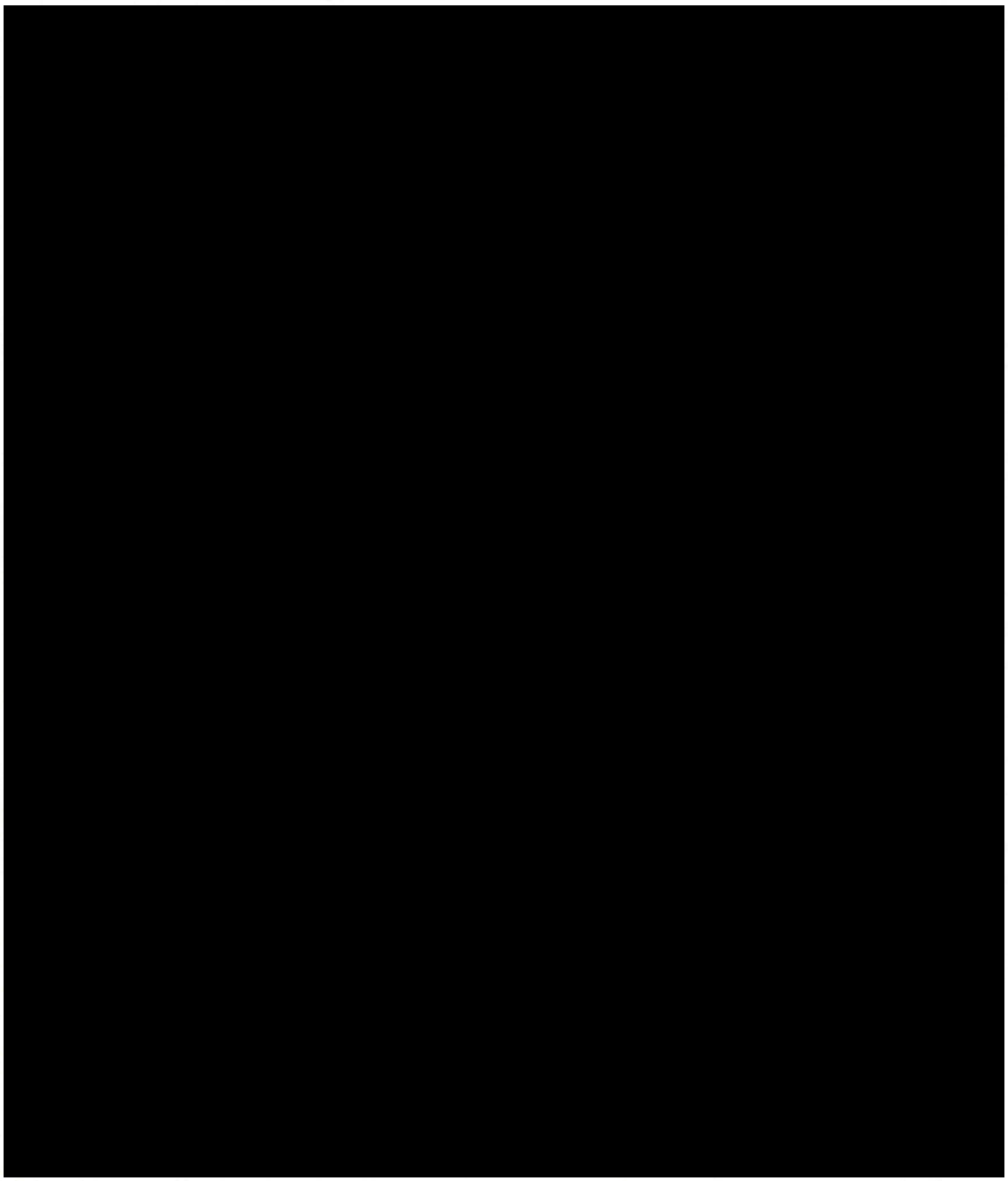


The plan shows that less than 25% of the building was used as warehousing. Areas to note:

- Embroidery – this is where we embroidered textiles to meet customer needs.
- Laser – this is where we used laser cutters to cut and personalise various items to meet customer needs.
- Photography – to photograph the items we had produced for ecommerce listings.
- Despatch – area where parcels were sent from us to our customers.

Below are supporting photographs showing the machinery we used and the setup of the warehouse (specifically photos which can be verified with a date).

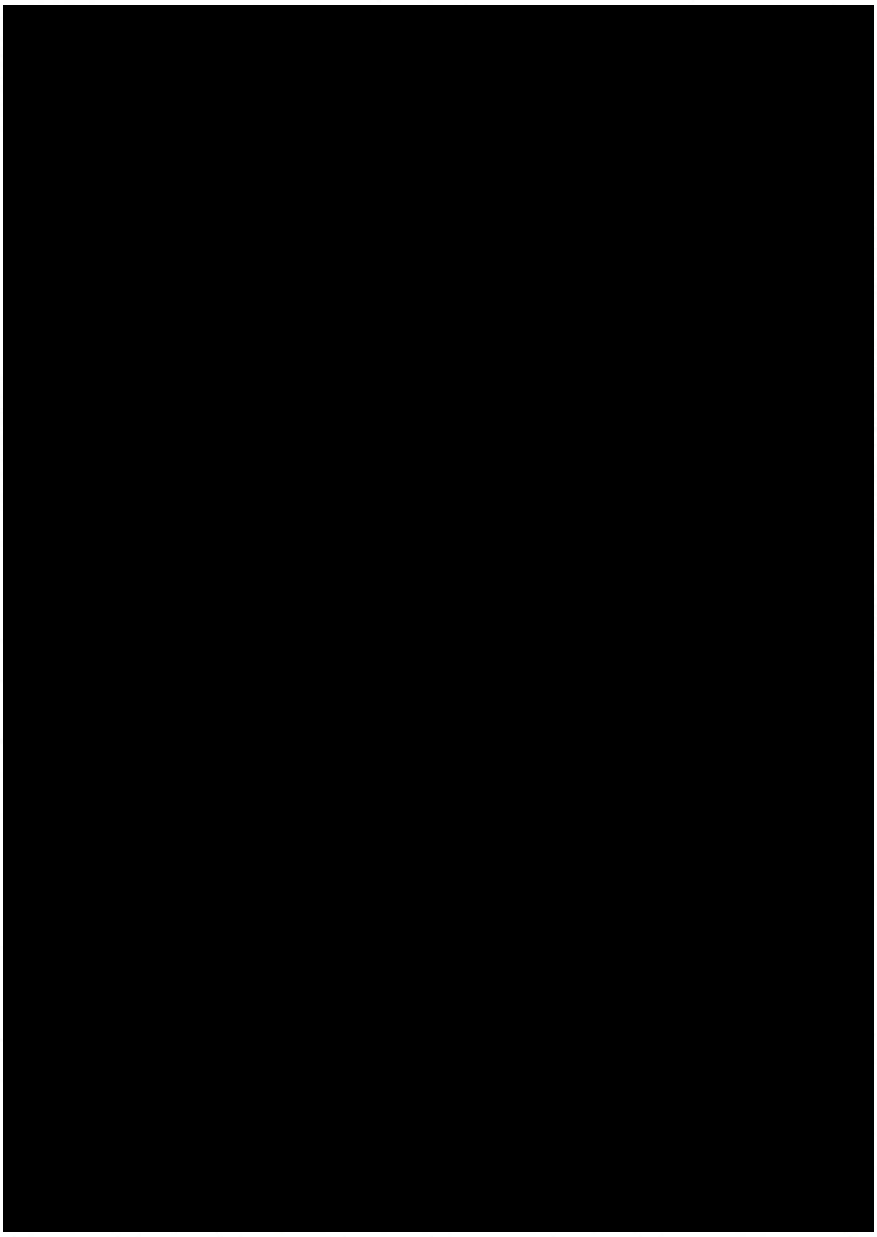
Embroidery Room:



Laser Room:



Despatch Room:



Server Room:



Offices:



We moved premises in June 2022, and at the time we had the following machines/equipment to move:

- 2x Happy eight-head embroidery machines.
- 10x Happy HCS2 single head embroidery machines.
- 2x Trotec Speedy360 laser engraving machines.
- 1x Debossing machine.
- Multiple PC's, laptops and peripherals for entire company including server units.
- MDF units for single head machines in new embroidery room.

7. Below was a breakdown of employees, taken in December 2020:

Type of Employee	Number (Dec'20)
Director	2
Sales / admin	5
Production Staff (Picking/Embroidery/Build)	5 Perm – 23 Temp
Despatch	1 Perm – 2 Temp

See: D Stewart Payroll Summary M9 for details for supporting breakdown.

Permanent Staff (Sales/Admin and Production) are crossed trained to assist with other aspects of the business such as picking and despatch.

8. During the time that Duncan Stewart Textiles Ltd was based at Ivy Arch Road, the company also leased the following premises, these premises held our stock whilst we worked from Aztex House:
   - Powerlink House, Ivy Arch Road, Worthing
   - Unit 5 King Edward Close, Worthing

9. As further support to the previous use of Aztex House, we submit with this letter the following documentation:
   - Lease dated 21 February 2020 for Powerlink House, Ivy Arch Road, Worthing, BN14 8BX.
   - Lease dated 7 April 2016 for Unit 5 King Edward Close, Worthing, BN14 8DJ.
   - Payroll Summary for December 2020.
   - Letter from Best Connection, confirming supply of temporary staff.
   - Letter from Lobster Recruitment, confirming supply of temporary staff.
   - Our social media post from 16 June 2022, publicising our move from Ivy Arch Road to our new premises at Unit 1 Easting Close.

10. If you would like to see the premises as it is, you will see the inbuilt desks in the office and can compare our photo evidence to the actual locations where they were taken.

Signed: [redacted]

Name: Fraser Stewart

Date: 5. 10. 2023.

In the presence of:

Signed: [redacted]

Name: CLIVE BLANTHORN

Date: 5/10/2023

Address: 6 FITTLEWORTH GDNS

RUSTINGTON BN16 3EW