



The Insolvency
Service

Template for Setting up a Pre-appointment Case

Please complete the template on the page below if you require a case to be set up.

Send the completed template to redundancypaymentsonline@insolvency.gsi.gov.uk

RPS staff will process your request and return a case reference number (beginning CN).

It is your responsibility to give the case reference number and a factsheet to all employees that have been dismissed and are eligible to apply to us for a payment. No employees will be able to submit an application without the case reference number.

The factsheet is available for printing at:

<https://www.gov.uk/government/publications/redundancy-payments-rp1-fact-sheet>

It explains what employees of insolvent businesses can claim for and how to claim.

We would also appreciate any help you can provide to claimants onsite when completing their online applications.

