

## 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: <a href="https://www.gov.uk/government/publications/redundancy-payments-rp1-fact-sheet">https://www.gov.uk/government/publications/redundancy-payments-rp1-fact-sheet</a>

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.



Please complete the form below if you require a case to be set up. Send the completed template to <u>redundancypaymentsonline@insolvency.gsi.gov.uk</u>

Company	Proposed date
Number	of insolvency
Name and IP	Contact
number	telephone
	number
Email address	IP name and
for contact	number (If
(Copies of	different from
claims will be	above)
sent here)	
Company	Company
name	registered
	address
Company	Expected no. of
trading	
address	employees
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Any further information including the likely type of insolvency:	
Send this form to redundancypaymentsonline@insolvency.gsi.gov.uk	

Details of how The Insolvency Service treats personal information may be found at <a href="http://www.gov.uk/insolvency-service/personal-information-charter">http://www.gov.uk/insolvency-service/personal-information-charter</a>