**Template for setting up a redundancy payments case**

Complete the form below if you need a case to be set up.

Send the completed form to [RPS.stakeholder@insolvency.gov.uk](mailto:RPS.stakeholder@insolvency.gov.uk)

Use the subject line: case set up request.

For information on case set ups, we have [guidance](https://www.gov.uk/guidance/case-set-up-guidance-for-insolvency-practitioners) to help you on GOV.UK.

Part 1

You must complete all fields in Part 1. We cannot set up a case without this information.

|  |  |
| --- | --- |
| Business name (and full name of the individuals if they are a sole trader or business partnership) |  |
| Company number (for limited companies and limited liability partnerships only) |  |
| Registered business address |  |
| Trading address (if different)  Do not include Northern Ireland in your request. |  |
| IP name and number |  |
| IP firm |  |
| Name, address and phone number of IP or employer representative contact |  |
| Email address where RP1 copies should be sent |  |
| Date of insolvency or expected date of insolvency |  |
| Type of insolvency |  |
| Expected number of dismissals |  |
| Expected date of dismissals |  |
| Any further details: | |

Part 2

A copy of the statement of affairs can be provided instead of completing part 2.

If you are not sending the statement of affairs, please complete the rest of this section.

|  |  |
| --- | --- |
| Nature of the business |  |
| Details of any money owed by directors |  |
| Number of trade creditors |  |
| Tax or HMRC liabilities |  |
| Will the total employee claims represent the majority of creditors |  |
| Estimated value of company assets |  |
| Total share capital |  |
| Last trading date (if known) |  |
| Any further details: | |

Part 3

Complete this if you are dealing with large numbers of redundancies or a complex case.

|  |  |
| --- | --- |
| Industry sector |  |
| Total number of employees in the company. |  |
| Location of HR or payroll records |  |
| Are staff based in England, Wales, Scotland or a combination?  Do not include Northern Ireland in your request. |  |
| Are there any employees based abroad? |  |
| Are HR and payroll staff being retained? |  |
| Will the business continue trading? |  |
| Could some or all the business be sold? |  |
| Additional information about the complexity of the case, for example:   * average rates of pay * irregular shift patterns * employee status * commission, bonus, overtime or bespoke contracts * TUPE transfers * multiple insolvency events for the same company * components paid/part paid directly to employees? |  |
| Contact details for directing employee queries (for example any specialist webpages or email addresses that have been set up) |  |
| Are you requesting a bespoke factsheet for employees?  If yes, contact [RPS.stakeholder@insolvency.gov.uk](mailto:RPS.stakeholder@insolvency.gov.uk) with details. | Yes/No |
| Details of connected companies |  |
| Is there any expected media or political interest in the case? |  |
| Any further details: | |

Send this completed form to [RPS.stakeholder@insolvency.gov.uk](mailto:redundancypaymentsonline@insolvency.gov.uk)

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