Claimant name: LN reference:

Company name: CN reference:

**More information needed to process your claim**

Thank you for submitting your claim for money you’re owed by your former employer.

To be eligible to receive this money, you must have been an employee of the company.

As you were a director of the company, we need additional information and evidence from you to help us determine whether you are entitled to any payments.

Please provide the information needed within 21 days of this email. We will not be able to process your claim until you provide this information.

**Evidence you need to provide**

* Completed director questionnaire (a blank copy is attached to this email)
* Last prepared set of full statutory accounts. This must be full accounts, not abbreviated or filleted
* A copy of your contract of employment, letter of appointment or written memorandum giving the terms and conditions of your contract as an employee
* Company bank statements for the last 12 months
* Wage slips for the last 12 weeks of your employment
* Your P60s for the last 3 years

Once you have completed the questionnaire, save the document with the file name “Director information LNxxxxxx” (fill in your LN reference from the top of this letter).

Return the questionnaire and required evidence to

[RPS.ICAT.DQ@insolvency.gov.uk](mailto:RPS.ICAT.DQ@insolvency.gov.uk) using the subject line ‘Director questionnaire LNxxxxxx’ for your email.

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**Director questionnaire**

Claimant name: LN reference:

Company name: CN reference:

**Contract of employment**

If you had contract of employment, or statement setting out the main conditions/terms of your employment:

1. When were you issued with these documents?

If you did not have a written contract of employment or if it does not include the information below, answer the following questions:

1. What was the nature of the company’s business?
2. Were you a sole trader or in partnership before to becoming a director of a limited company? If yes, provide details about the nature of the business.
3. What was your role and responsibilities?
4. Were you entitled to paid holiday?
5. How many days holiday were you entitled to each year?
6. How many days holiday have you taken over the last 2 years (including bank holidays)? Provide evidence, including number of days and dates.
7. What were your sick pay arrangements?
8. What were your pension arrangements?
9. What, if any, were the terms of your notice of dismissal?
10. What were your contracted hours per week?

**Income**

1. How often were you paid?
2. Weekly
3. Monthly
4. Other. If other, how often were you paid?
5. How were payments to you described in the company’s accounts?
6. Salary
7. Director’s fees
8. Other. If other, provide an explanation.
9. Were you paid through a PAYE scheme?
10. Were you paid dividends? If yes, provide dates and amounts:

|  |  |
| --- | --- |
| Date received | Dividend amount |
|  |  |
|  |  |
|  |  |

1. Were you paid bonuses? If yes, provide dates and amounts:

|  |  |
| --- | --- |
| Date received | Bonus amount |
|  |  |
|  |  |
|  |  |

1. Did you operate a director’s loan account? If yes, confirm any amounts outstanding at the date of insolvency.
2. Have you ever taken no salary or a reduced salary?

If yes, provide the following details:

1. Your contractual salary and what were you actually paid.
2. Dates where you were paid no salary or a reduced salary.
3. Why your salary was reduced.
4. Who made the decision to reduce your salary.
5. How long was the reduction intended to be.
6. Whether you agreed to the arrangement.
7. How long the arrangement lasted.
8. Whether your reduced or no salary was going to return to contractual levels in the future. If yes, why it would go back up and when.
9. Were any amounts owed to you recorded in the company accounting records?
10. If no, provide an explanation why money owed to you was not recorded.
11. If yes, indicate where this information can be found in the company accounting records.

**Coronavirus job retention scheme**

1. Were you placed on temporary leave or furlough during the coronavirus (COVID-19) pandemic?

If yes, answer the following questions:

1. Did you receive any payments under the Coronavirus Job Retention Scheme? If yes, provide dates and amounts received.
2. Did you carry out any work-related training while on furlough?
3. If yes, provide dates of the training.
4. If yes, were you paid for this training?

**Supervision and guidance**

1. Provide the names of any other directors in the company (if any).
2. Did anyone supervise or guide you?

If yes, answer the following questions

1. What kind of supervision or guidance did you receive? Who supervised your or provided guidance?
2. If you were the sole director of the company, provide details of how you were supervised and guided?
3. Were you subject to the company’s disciplinary procedures and who could take disciplinary action against you?
4. Who could you refer grievances to?

**Shareholding**

1. Did you hold any shares in the company?
2. What was your shareholding in the company?
3. Did you ever invest any of your funds or provide guarantees for the company? If yes, provide details.

**Notice**

1. What was the last day of work you were paid for?
2. When did you become aware that the company was insolvent?
3. When did you first contact an insolvency practitioner with a view to seeking insolvency or restructuring advice? If yes, provide details of what guidance was given.

1. If you were not the person who contacted the insolvency practitioner, when did you find out an insolvency practitioner had been contacted?
2. Did you give yourself notice of redundancy on that date? If not, detail why.

**Other**

1. Did you have any other business responsibilities? If yes, give details.
2. How many hours did you spend on those responsibilities each week?
3. Have you appointed anyone to represent you in your claims for payments from us?
4. If you have appointed a third-party agent, provide a copy of the letter of authority giving authorisation for us to discuss matters with the agent.

**Declaration**

* I have filled in all the relevant parts of this questionnaire
* I understand that you may take legal action against me if I have made a false statement on this form
* I have supplied all the documents you need

Signature (in block capitals)

Date