**REDUNDANCY PAYMENTS CASE SET UP TEMPLATE**

|  |  |
| --- | --- |
| **Business name** | **Company Registration Number** (if applicable) |
|  |  |

Before completing this form:

* Please include the number of proposed redundancies in the subject title of the case set up request email
* We will not set up a new case if this form is received more than 7 days before your appointment.
* Do not upload an RP14 until we have issued you with a case reference number.
* Part 1 and Part 2 of this form must be completed, or we will be unable to complete the new case set up request.

**Part 1 – Previous insolvencies**

Please provide details of the business and any previous insolvency events.

You must notify us of any previous insolvencies as this may impact how we set up the case and what former employees are entitled to claim.

This includes any company voluntary arrangements (CVA).

|  |  |
| --- | --- |
| Registered business address |  |
| Trading address (if different) |  |
| Was this business previously subject to insolvency proceedings? | YES/NO |

If there was no previous insolvency, please move to Part 2. If there was a previous insolvency event, please provide details below:

|  |  |
| --- | --- |
| Type of insolvency |  |
| IP/Supervisor name and number |  |
| Date of the previous insolvency |  |

Where the earlier insolvency was a CVA, please confirm:

|  |  |
| --- | --- |
| Date the CVA commenced |  |
| Date the CVA completed |  |
| Reason for the completion |  |

**Part 2**

Please provide details of your current appointment.

|  |  |  |
| --- | --- | --- |
| IP name, number & email address | |  |
| IP firm | |  |
| Name, address and phone number of IP or employer representative contact | |  |
| Email address and or telephone number for payroll contact | |  |
| Email address and phone number for Claimants to contact | |  |
| Date of insolvency or expected date of insolvency |  |
| Type of insolvency |  |
| Expected number of dismissals |  |
| Expected date of dismissals |  |

**Part 3**

A copy of the statement of affairs can be provided instead of completing part 3.

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 4**

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

If you are dealing with a business with 250 or more employees, we will contact you to facilitate the smooth processing of these cases.

|  |  |
| --- | --- |
| 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 (NI) in your request. Employees living in NI must apply to:  RPS, Adelaide House, 39-49 Adelaide Street Belfast BT2 8FD United Kingdom  Phone:[028 9025 7562](tel:+44-28-9025-7562) |  |
| 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 or transferred to a new owner? |  |
| Additional information about the complexity of the case, for example:   * Average rates of pay * Holiday pay issues * Irregular shift patterns * Employee status * Commission, bonus, overtime or bespoke contracts * Transfer of Undertakings (Protection of Employment) regulations (TUPE) – please send us a copy of the signed agreement * Has the employer paid some or all monies due 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:RPS.Stakeholder@insolvency.gov.uk)

Further information can be found at (new webpage to be added) [Case set up guidance for insolvency practitioners](https://www.gov.uk/guidance/case-set-up-guidance-for-insolvency-practitioners)

Details of how the Insolvency Service treats personal information may be found at [Personal information charter - The Insolvency Service - GOV.UK](https://www.gov.uk/government/organisations/insolvency-service/about/personal-information-charter)