

**Albemarle & Bond Holdings Plc,  
Albemarle & Bond Jewellers & Pawn Brokers Limited,  
Herbert Brown & Son Limited – all in administration (“the Companies”)**

On 25 March 2014 Mike Jervis, Peter Dickens, Toby Underwood and Stuart Maddison were appointed Joint Administrators of the Companies.

The appointment allowed the Joint Administrators to continue negotiations with potential purchasers.

I am pleased to confirm that a buyer has been found, and a significant part of the business has been sold. The deal was the best offer received, for customers and landlords, preserving the most jobs and keeping the majority of stores open.

The sale took place on 15 April 2014, and the majority of employees transferred to the new company. Transferring employees will have received formal notification of the transfer. All transferring employees should direct queries through their usual reporting lines or by contacting HR.

Regretfully it was not possible to save all parts of the business. There are 59 stores which have not been bought. These stores ceased trading on 15 April 2014, and have now closed with the affected employees placed on notice of redundancy.

Those employees who have not transferred to the new company should use the appropriate links to various information provided by third party providers as well as Q&A's produced by the company.

## **Q&A's For Redundant employees**

### **I am owed wages, overtime and bonus. When will these be paid?**

Your pay in April was for your basic salary payment for the period 1 to 30 April 2014. In May, you will receive a further payment which will cover any bonus entitlement, authorised overtime etc. Further details of how much you will be paid will be sent to you in due course.

### **How would I know how many unused holidays I have? Will I get paid for unused holiday?**

We have been working with the GA consultants to establish a clear and accurate picture of holiday and lieu time. We will use this information to calculate how much holiday and lieu time you are owed up to the date of leaving and you will shortly receive a document which sets out your holiday position. We will also let you know whether the holiday and lieu time up to 25 March will be claimed from the Redundancy Payments Service or whether this will be paid to you.

If you are asked to claim holiday and lieu time owed up to 25 March 2014 from the Redundancy Payments Service, the maximum period that you can claim is 6 weeks and any payment made will be capped at the statutory maximum of £464 per week. Deductions for tax and national insurance will be made.

It may be that you are owed more than the statutory amount paid by the RPO, if this is the case you will become a preferential creditor for the remaining amount.

If you are owed holiday and lieu time from 25 March 2014 onwards, this will be paid to you in May 2014.

### **How do I calculate the number of weeks for my statutory period of notice? How much will I get paid for my statutory notice period?**

You will be asked to make a claim to the Redundancy Payments Service for compensation for not receiving statutory notice. If you have over one calendar month's service and under two years' service, your statutory notice entitlement is 1 week. Two years' service and over you get a week for each full year up to a maximum of 12 weeks.

In circumstances where you have already received notice of redundancy, your claim for compensation will be reduced.

### **How do I claim for my statutory notice?**

The RPO will send you a RP2 form shortly after the end of your statutory notice period. On this form you will be asked to declare any income or benefits you have received in your notice period. This means that any wages you have received or benefits you are entitled to (even if you did not claim them) will be deducted.

You should return the RP2 to the RPO who will use the information that you have provided to calculate the amount due to you.

### **How do I calculate my statutory redundancy entitlement?**

To qualify for statutory redundancy you will need to have a minimum of two years continuous employment. Your entitlements are based on age, and length of service. Entitlement is calculated as follows

- < 22 = ½ weeks pay per year's service

- 22-40 1weeks pay per year's service
- 41 and over 1 1/2 weeks pay per year's service

Redundancy pay is capped at 20 years' service and the maximum entitlement is 30 weeks.

The statutory weekly maximum limit is currently £464.

This payments is tax free and can be claimed on the RP1 form that you will be sent.

You can find a redundancy calculator at [www.gov.uk](http://www.gov.uk).

### **What if I am still owed money once the Redundancy Payments have paid me?**

It is possible that if you earn over £464 each week, if that is the case you will have a residual claim against the Company. Claims are classed as preferential claims or unsecured claims. A description of residual claims and their classification follows:

#### **Preferential Claims**

Holiday pay is a preferential claim without limit as defined under Schedule 6 of the Insolvency Act 1986.

Although you will not have a claim to make for unpaid wages, in the event that you were directed to the RPS for unpaid wages, up to £800 would rank as preferential (subject to time limits).

#### **Unsecured Claims**

Claims that do not have preferential status such as contractual notice will rank as an unsecured claim against the Company. Statutory redundancy entitlement and compensation for failure to receive statutory notice will be addressed by the RPO.

### **How do you submit your residual unsecured claim?**

You do not need to take any action to submit a residual claim. At the appropriate time, your claim will be calculated based on your contractual entitlements and payments made by the RPS, the details will be sent to you.

If there are funds to distribute to the creditors, you will receive a dividend payment. It is unlikely that your dividend payment will pay your claim in full. The level of dividend will depend on a number of factors. As we move through the Administration process, reports will be shared which will contain an estimate of the potential dividend for unsecured creditors.

### **When will I receive any money from the Redundancy Payment Service?**

It is important that the form is completed correctly so the claim can be processed straightaway. They aim to process most claims within 3-4 weeks of them receiving a completed claim form. Please reduce delays by completing your form in black ink and following the instructions on the form carefully.

The RPS will acknowledge receipt of your claim. They ask that you do not contact them for 3 weeks after submitting your claim. If you have not had any acknowledgement after 3 weeks, please contact them directly.

### **How do I contact the Redundancy Payments Service?**

Telephone number: 0330 331 0020

Email: [redundancyclaims@insolvency.gsi.gov.uk](mailto:redundancyclaims@insolvency.gsi.gov.uk)

## **Will I get help to make a claim for what I am owed?**

The administrators have set up a helpline to support you through completing your RP1 claim form and through the redundancy process. The helpline number is 020 7804 4115.

## **Will I be able to claim benefits?**

You should sign on as soon as possible for Jobseekers Allowance, even if you consider you may find new employment very quickly. Not doing so may impact on your claim for notice pay. You can make a claim for Jobseekers Allowance by calling 0800 055 66 88 or online at [www.gov.uk](http://www.gov.uk).

## **When will I receive my P45?**

Your P45 will be sent to your home address as soon as can be arranged by payroll

## **Useful contact details**

### **Redundancy Payments Service**

Telephone number: 0330 3310020

Email: [redundancyclaims@insolvency.gsi.gov.uk](mailto:redundancyclaims@insolvency.gsi.gov.uk)

### **The Joint Administrators**

The Joint Administrators have set up an employee helpline for a period of time on 0207 804 4115.

### **JobCentrePlus**

Their helpline is 0800 055 66 88.

[www.gov.uk](http://www.gov.uk).

### **Tax credits**

If you receive Tax Credits you will need to contact the HMRC helpline:

**Telephone:** 0345 300 3900

**Textphone:** 0345 300 3909

### **BUPA**

Your entitlement to BUPA cover will cease on redundancy but it may be possible for you to transfer cover to a personal scheme.