

EMPLOYMENT RIGHT ACT 1996 (FORMERLY EMPLOYMENT PROTECTION (CONSOLIDATION) ACT 1978)

Please find below notes to help you complete an RP1, in the case that you have not already done so.

I attach form RP1, together with an explanatory booklet as supplied by the Redundancy Payments Office (RPO) which will enable you to claim your entitlements, within statutory limits, payable by the RPO from the National Insurance Fund. Although the documents are self-explanatory, you may find the following guidance helpful.

WAGES AND HOLIDAY PAY

Form RP1 is your application for arrears of wages, unpaid holiday pay and/or unpaid redundancy pay. Please check the details and/or complete the form as necessary. Thereafter, please sign, date and return the form as soon as possible in order that your claim may be forwarded to the RPO for payment on your behalf. Please note that holiday pay is calculated on a pro-rata basis, less any already taken according to Company records.

REDUNDANCY PAY

If you have two years or more continuous service with the company you are entitled to a Redundancy Payment. Please therefore complete form RP1 in order to make your claim for a payment in respect of Statutory Redundancy pay from the National Insurance Fund. Again, please sign, date and return the form to the PricewaterhouseCoopers address provided below. Thereafter, your form will be forwarded to the relevant RPO office who will then deal with you direct concerning your entitlement. Please note that this form represents your claim to your former employer for a Redundancy payment.

PAYMENT IN LIEU OF NOTICE - Compensation for loss of notice

You are entitled to claim statutory payment in lieu of notice, ie one week's notice for each completed year of service, up to a maximum of twelve weeks. During your notice period, unless you find new work immediately, you should register as unemployed and claim any benefits to which you are entitled. At the end of your statutory notice period, the RPO will issue you with a separate form RP2 for you to complete, sign, date and return. Thereafter, the RPO will then deal with you direct concerning your entitlement. Please note that this claim is for a compensation for not receiving the proper Statutory notice. Therefore your claim may be reduced by any new earnings or benefits received during your "notice period". This claim is calculated similar to a loss of earnings claim. Please refer to the explanatory booklet as supplied with your RP1 form for more detailed information.

You should note that **expenses** are **not** claimable from the National Insurance Fund and are an unsecured claim against the company.

Please note that any claims payable by the RPO are likely to take a minimum of between 6 to 8 weeks to process. *For reference only*, the department that will normally handle your claim can be found at the back of the enclosed booklet.

Once your statutory claims have been paid by the RPO, it may be that you have residual/remaining contractual claims. Please be aware that any remaining contractual amount still outstanding to you that is not covered/payable by the RPO will rank as a creditors' claim against the Company. I regret that, at this point in time, it is uncertain whether there will be any remaining funds with which to pay these claims, however should this change I will contact you. Therefore I should be grateful if you would keep me informed of any change in your address or contact details.

If you have any queries please direct these to your own personnel/salaries office in the first instance. If they are unable to assist you, please contact Diane Perkins on 029 2023 7000.

Please forward your completed claim form RP1 to the following address, (and NOT to the RPO) as soon as possible. Please note that you will not be able to make any further claims against your former employer unless you have submitted form RP1 to this office.

**Diane Perkins
PricewaterhouseCoopers
1 Kingsway
Cardiff
South Glamorgan
CF10 3PW**

EMPLOYMENT RIGHTS ACT 1996

Summary of what can be claimed from the Redundancy Payments Office under the terms of the Employment Rights Act 1996.

Type of Claim	Limits of Claim / Notes	Preferential / Unsecured	Tax Deducted	NIC Deducted
Arrears of Wages	Up to 8 weeks @ £380.00 per week (includes contractual over-time/ commission)	Preferential up to £800.00. Thereafter unsecured	Yes	Yes
Holiday Pay	Up to 6 weeks @ £380.00 per week	Preferential	Yes	Yes
Pay in Lieu of Notice	Up to 12 weeks @ £380.00 per week after mitigation. Subject to length of service	Unsecured	No - but claim adjusted for Notional Tax	No
Redundancy Pay	Up to 30 weeks @ £380.00 per week Subject to length of service	Unsecured	No	No
Expenses	Expenses cannot be claimed under the Employment Protection legislation and are an unsecured claim against the company. However, please note them on your RP1 form, and supply a copy of the relevant receipts for verification purposes.			

NOTE;

All claims are likely to take a few weeks for the RPO to process.

Please return your claim form RP1 to PricewaterhouseCoopers.

Do not send your claim form direct to the RPO as they will be unable to process it without an official covering authorisation form RP14/RP14a which is supplied to them (at their request) by the officially appointed Receiver/Administrator or Liquidator.

(Prior to 01/02/09, the Statutory limit on a weeks' pay was £350.00)

To enable to complete form RP1 - Please complete form as follows.

Questions 1 – 16 are your personal details. Please complete this section of the form

Questions 17 – 21 are details of the employer who made you redundant. Please complete this section of the form.

Questions 22 – 24 are details of the Insolvency Practitioner who is dealing with this case. You may leave this blank as the Insolvency Practitioner will be able to complete this on your behalf.

Questions 25 – 43 are your employment details. Please complete this section of the form.

Questions 46 – 54 are business transfer details and new employment details.

Please complete questions 46 to 48 which relate to new employment details.

Please complete questions 49 – 54 only if your employment was subject to a transfer.

Questions 55 – 57 is your claim for a redundancy payment from the National Insurance Fund. Please complete this form if you have two complete years service. Please insert the date you are completing the form RP1 in section 57.

Questions 58 – 73 are your claims for wages, holiday pay and notice pay from the National Insurance Fund. If you have been awarded a basic award for unfair dismissal please this section of the form as necessary, and provide a copy of the tribunal award to support your application.

Please sign and date the form and return it to the Insolvency Practitioner (IP) at the address provided below as soon as possible. Please note that the IP will need to verify the details you have put on the form according to the information as detailed in Company records and/or provided by Company staff.

PricewaterhouseCoopers
1 Kingsway
Cardiff
South Glamorgan
CF10 3PW

Contact details of those dealing with your RP1 claim form are: Diane Perkins - 029 2023 7000

Balance of claims over and above the statutory amounts paid by the RPO

Once your statutory claims have been paid by the RPO, it may be that you have residual/remaining contractual claims. Please be aware that any remaining contractual amount still outstanding to you that is not covered/payable by the RPO will rank as a creditors' claim against the Company. I regret that, at this point in time, it is uncertain whether there will be any remaining funds with which to pay these claims, however should this change I will contact you. Therefore I should be grateful if you would keep me informed of any change in your address or contact details.

Other Information that may be of assistance to you:

P45

Your P45 will be sent to you at the earliest opportunity.

Pensions

If you are a member of an occupational pension scheme operated by the Company, you should contact the trustees of the scheme for details of your benefit entitlements and options on leaving the scheme. You should satisfy yourself that there are no time limits for exercising any options under the rules of the scheme.

If you are a member of a personal pension scheme to which the company has contributed, you should contact the pension provider (which will usually be an insurance company), or the adviser or broker for the scheme if appropriate, for details of your benefits and options from the scheme.

Contractual benefits

Please note that any benefits provided to you by the Company under the terms of your contract of employment, such as private medical insurance and life assurance, are now terminated as the Company no longer employs you. Please contact the relevant provider if you wish to discuss whether cover can be arranged by you in your personal capacity.

Company assets

It may be that you have in your possession assets of the company, such as a company car, company records, a fuel/credit card, a computer or a mobile telephone. If you do have such items, I should be grateful if you would please either notify a member of the Insolvency Practitioners team to arrange its collection, or return it to a member of the PricewaterhouseCoopers staff at the company.

Mortgage/loan/credit card protection

If you have a mortgage/loan/credit card protection, please send your forms for completion to PricewaterhouseCoopers.

References

If a potential employer requires a reference please ask them to contact PricewaterhouseCoopers. Please note that as your employer is insolvent, the Insolvent Employer will only be able to give a very limited reference, confirming your name, job title and length of service.

Claiming state benefits

JobCentre Plus on freephone number = **0800 0556688**.

You may be entitled to claim immediately for state benefits and in the first instance you need to register centrally as soon as possible with JobCentre Plus on freephone number **0800 0556688**. The JobCentre Plus will advise you further on any entitlements that you may have. You should note that a failure to attempt to register may result in the RPO reducing your claim for compensatory notice by the value of any unclaimed benefits you would have otherwise been entitled to.