

Details of the insolvency practitioner/Official Receiver

<p>22. Name of insolvency practitioner or Official Receiver (if insolvent)</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>23. Telephone number of insolvency practitioner or Official Receiver</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>24. Full address of insolvency practitioner or Official Receiver</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p style="text-align: center;">Postcode</p>
--	--

Your employment details

<p>25. What was your job title?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>26. What was your personnel roll number/staff number?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>27. If you are one of the following categories of worker, we will send you another form for more information. (Please tick relevant box.)</p> <ul style="list-style-type: none"> a) Director <input type="checkbox"/> b) Labour-only sub-contractor <input type="checkbox"/> c) Freelance worker <input type="checkbox"/> d) Agency worker <input type="checkbox"/> e) Casual worker <input type="checkbox"/> f) Fixed term contracts worker <input type="checkbox"/> g) Homeworker <input type="checkbox"/> <p>28. When did you start work for this employer? (DD/MM/YYYY)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> </table> <p>29. When was the last day you worked? (DD/MM/YYYY)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> </table> <p>30. Date your employment ended if different from the date you last worked (DD/MM/YYYY)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> </table> <p>31. Did your employer give you notice?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>32. If yes, when did your employer give you notice? (DD/MM/YYYY)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 12.5%; height: 20px;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> <td style="width: 12.5%;"> </td> </tr> </table>																																	<p>33. What was your gross basic rate of pay (before taking off tax and national insurance and without overtime)?</p> <p>£ <input style="width: 40px;" type="text"/> every <input style="width: 40px;" type="text"/> hour / day / week / month / year</p> <p>34. Did your pay include any bonus or commission?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>35. Give details of the amount and type of bonus or commission earned and when it was paid.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>36. How many hours and days did you normally work each week? (Do not include overtime)</p> <p><input style="width: 60px;" type="text"/> hours <input style="width: 60px;" type="text"/> days</p> <p>37. If you did not work the same hours or days each week, please give details of your shift pattern (e.g. week 1 Monday to Wednesday, week 2 Thursday and Friday)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>38. As part of your contract did your employer have to provide you with regular overtime?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>39. In return, were you required to work overtime?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>40. If you did have to work overtime as part of your contract, please give details.</p> <p><input style="width: 60px;" type="text"/> hours every <input style="width: 60px;" type="text"/> week / month / year</p> <p>41. If there were any breaks in your employment with this employer, please give dates and reasons.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">From</th> <th style="width: 25%;">To</th> <th style="width: 50%;">Reason</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	From	To	Reason			
From	To	Reason																																					

Your employment details continued

42. If you have ever been on strike during your employment with this employer, please give dates and reasons.

From	To	Reason

43. If you have ever worked abroad for this employer for periods of more than a month, please give dates and countries.

From	To	Country

44. Did you pay UK class 1 national insurance contributions for the whole time you were abroad?

Yes No Don't know

45. If no, please give dates where you did not pay UK contributions below.

From	To

Business transfer details/new employment details

46. Have you had a new job since you were made redundant?

Yes No (if no go to Q54)

47. If you have started a new job since this employer made you redundant, please give details below. (This includes self-employment or setting up your own business from which you have not yet received money.)

a) Full address of new employer (or state if self employed)

Postcode

b) Telephone number of new employer

--

c) When did you start the new job? (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--

48. Who offered you the job?

--

49. Was the change of ownership under the Transfer of Undertakings (Protection of Employment) Regulations 2006?

Yes No

50. Has your job remained the same?

Yes No

51. Are you dealing with the same customers?

Yes No

52. Have your terms and conditions of employment changed?

Yes No

53. If yes, please give details of changes below.

--

54. Have you refused an offer of work with the new employer?

Yes No

Your claims for a redundancy payment from the National Insurance Fund

55. To qualify for a redundancy payment you must:

- have been made redundant; and
- have worked continuously for your employer for 2 years or more; and
- made a written claim to your employer for your redundancy payment, or made a complaint to an employment tribunal, within 6 months of your dismissal.

Are you claiming redundancy pay?

Yes No

Note: you have not been dismissed as redundant if you transfer to a new employer under the Transfer of Undertakings (Protection of Employment) Regulations 2006.

56. If your employer has paid you part of your redundancy payment, please give details below:

Amount	Date

57. Please give us the date on which you wrote to your employer, or complained to an employment tribunal. (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--

57. If you complained to an employment tribunal please send us a copy of the decision with this claim form.

Your claims for wages, holiday pay, notice pay, and a basic award for unfair dismissal from the National Insurance Fund

58. Are you owed any holiday pay?
 Yes No (If no, go to Q69)

59. What is the start date of your holiday year?
 (DD/MM/YYYY)

60. How many days' holiday per year (excluding bank holidays) were you entitled to?

61. Under your contract of employment, were you allowed to carry forward untaken holiday entitlement from your previous holiday year?
 Yes No

62. If yes, how many days were you allowed to carry forward each year?

63. Have you carried forward any days this year?
 Yes No

64. If yes, how many days did you carry forward?

65. How many days holiday have you taken this year?

66. Of the days taken, how many have not been paid?

67. How many days are you owed up to your termination date?

68. How many bank holidays have you taken but not been paid?

69. Are you owed any wages?
 Yes No

If yes, please give details of the dates and gross amounts you are owed. (See paragraph 15 of the booklet for details of what you can claim.)

From	To	Days	Amount

70. Did your employer give you your full statutory notice of your job ending? (See paragraph 19 for details of your statutory (legal) entitlement.)
 Yes No

71. If no, do you want to claim compensation for loss of notice?
 Yes No

If yes, you are expected keep your loss to a minimum by doing your best to find a new job or by claiming jobseeker's allowance. A claim form for notice pay will be sent to you at the end of your statutory notice period.

72. Do you wish to claim for a tribunal's unpaid basic award for unfair dismissal?
 Yes No

If so, please enclose a copy of the tribunal award with your claim form. If you made a settlement through ACAS or a compromise agreement with your employer, please provide a copy of the agreement.

73. Do you owe your employer any money? If so, it has to be taken into account before we can pay you. Please give details below.

Amount	Reason you owe your employer money

Declaration – Please read this carefully before signing.

- The information I have given on this form is correct as far as I know. You may check this information with my ex-employer, their representatives, government departments and agencies.
- This is my only application for payment for this employment.
- I understand that you may take legal action against me if I have made a false statement on this form.

Your signature

Date

Now send the form to the Redundancy Payments Office (see Appendix 1 for address), or to the insolvency practitioner if instructed to do so.