

**Private & Confidential**

«TITLE» «FORENAME» «SURNAME»

«A1»

«A2»

«A3»

«A4»

«A5»

17 January 2024

Your ref:

Our ref: 8968

Dear «TITLE» «SURNAME»

**Aberdeen House Care Limited – In Liquidation (“the Company”)**

I would advise you that Laura Stewart of Business Helpline Group Limited and Gareth Wilcox of Opus Restructuring LLP were appointed Joint Liquidators of the Company on 17 January 2024. Clumber Consultancy Limited (“Clumber”) has been instructed to act as the Joint Liquidators’ agents regarding all employee related matters.

I understand you have been made redundant by the Company or have recently resigned of your own accord. Please see the ‘Additional Support’ section at the end of this letter for links to access the RP1 factsheets prepared by the Redundancy Payments Service (“RPS”), which will assist you when making your claim for any monies owed to you by the Company in respect of arrears of pay, holiday pay, redundancy and notice pay. Please note, if you have resigned, you are unlikely to have a claim for either redundancy or notice pay.

All claims must be made online at: [www.gov.uk/claim-redundancy](https://www.gov.uk/claim-redundancy). To commence making your claim you will require a CN reference number unique to the Company. The CN reference number for this case is **CN10044500**.

Please note that there is a weekly cap on what you will be paid by the RPS, which is currently £643.

Part of the claims process will involve Clumber providing the RPS with Company payroll information. The RPS will compare your online claim form (RP1) to the Company information provided. It is therefore important that you ensure the information provided by you is accurate, as any discrepancies may affect, or delay payments being made to you.

To assist you further, we have provided information at the end of this letter, which is specific to your claim. If you believe any of the information provided is incorrect, please contact Clumber immediately with details of the discrepancies.

If you are happy with the information provided, you can make your online application.

A sheet containing some frequently asked questions is enclosed together with contact details for Jobcentre Plus. It is important that you register to claim any benefits you may be entitled to, as these will be deducted from your payment in lieu of notice claim, whether you receive the benefits or not.

If you have any queries, you can contact us for assistance by email at [era@clumber.uk](mailto:era@clumber.uk), or alternatively by telephone on 01623 203350 (option 2).

### **Data Protection**

Clumber regard the privacy and protection of your data with the utmost importance. We are clear and transparent in the work we do, and in our recording and use of your personal data.

We will only process data where it is necessary for the purpose of assisting you in making your claims to the RPS. This may include passing data to the duly appointed Liquidators or the RPS and other such third parties for the administration and processing of your claims. We will only allow access to your data to authorised persons involved in the processing of your claims.

We will keep your data no longer than 6 months after the Liquidation has been concluded, following which your data will be returned (upon request) to the Liquidators and deleted from our systems.

Full details of our privacy policy can be found at <https://clumber.uk/privacy-policy>.

You have the right to ask for a copy of the information we hold for you and correct any inaccuracies. Your request for information should be addressed to Data Protection Officer, Clumber Consultancy Limited, Edwinstowe House, High Street, Edwinstowe, Mansfield, Nottinghamshire, NG21 9PR.

Yours sincerely



Paul Milton  
**Director**  
**Clumber Consultancy Limited**

**Data specific to your claim (please check carefully and advise of any inaccuracies)**

<b>Employment</b> Start date End date	«SDATE» «EDATE»
<b>Average rate of pay per fortnight</b>	£«PAY»
<b>National Insurance Number</b>	«NI»
<b>Gross wages owed</b> Date from: Date to: Estimated Amount owed:	«WFDATE» «WTDATE» £«WPC»
<b>Holiday Pay</b> Holiday year start date: Annual holiday entitlement (inc. Bank Hols): Holidays carried forward from previous year: Holidays taken (inc. Bank Hols):	«HOLIDAYYEARSTARTDATE» «ANNUALHOLS» «HOLSCFWD» «HOLSTAKEN»
<p><b>Holiday Pay</b> - when entering your holiday information on your online RP1 form, it will ask if you have been paid for holidays taken. Please make sure you answer 'Yes' to this question.</p> <p>Also please be aware that holiday entitlement is pro-rated by the RPS from the holiday year start date to your employment end date. The data provided above shows your total holiday entitlement for the year, which is required when completing your online form.</p> <p>Holidays carried forward from a previous year are capped by the RPS at 8 days.</p>	

**Additional information and support:**

**Online RP1 Factsheets:**

You can find guidance from the Redundancy Payments Service to assist you with making your online application for redundancy here:

<https://www.gov.uk/government/publications/redundancy-payments-rp1-fact-sheet>.


**Please read this carefully prior to starting your online application.**

**Department of Work and Pensions:**

You can also find further guidance from the Department of Work and Pensions when being made redundant here:

<https://www.gov.uk/government/publications/redundancy-support-for-employers/redundancy-factsheet-for-employees>

**Jobcentre Plus:**

 Contact Jobcentre Plus to make new benefits claim for free by calling their freephone telephone number 0800 055 6688, where you can apply for Jobseekers Allowance if you are looking for employment and Income Support. Alternatively, please go online and visit <https://www.apply-for-new-style-isa.service.gov.uk/> to make your claim.