|  |  |
| --- | --- |
| Our Ref: CVL453A  Your Ref:  [Insert Name & Address of Pension Trustee] | Date  When telephoning please ask for:  Contact Name  Direct Line:  Direct Line |

Dear Sirs

**Company Name Limited - In Liquidation (**the **Company)**

With reference to my appointment as Liquidator of the Company on Date, please find enclosed a copy of my Insolvency Event Notice pursuant to S120 Pensions Act 2004 in relation to the occupational pension scheme sponsored by the Company.

*[Include the following paragraph where also giving notice under s22, otherwise delete it and continue with the certificate of appointment sentence]*

The Company acted as Employer of the occupational pension scheme, and as such I also give notice under s22 Pensions Act 1995 (as amended), which is constituted by the content of the S120 Notice.

A copy of my Certificate of Appointment is also enclosed for your information.

The information contained in this letter has been sent to the PPF and TPR.

I understand the Company made contributions to a scheme administered by you and that there may be unpaid contributions up to the date of redundancy for the employees *[Enter relevant date of redundancy or refer to schedule which should be enclosed if these did not all occur on the same date]* which can be claimed from the Redundancy Payments Service (**RPS**) at the Insolvency Service. If this is the case and you wish to claim for these unpaid contributions, please complete Part 1 of the enclosed RP15 form and return it to me and I will submit this together with the completed insolvency practitioner section to the RPS in order that a claim can be made.

If you require me as Liquidator to sign up as a delegate, please ensure the temporary access code is emailed to [enter email address] to enable this to be dealt with.

I look forward to hearing from you.

Yours faithfully

**Name**  
Liquidator

Encs