

Our Ref: MP/JM/DP/RJO/RJO/CVL430/24CVL324SOL

Your Ref:

To All Employees

Dear Sir or Madam,

Sole Biz Limited – proposed Liquidation (the Company)

Regretfully, we have come to the realisation that the Company is no longer in a position to make payments to you for services rendered under your contract of employment. As such, on 5 July 2024, all members of staffs' employment were termination.

I can confirm that we have instructed Marco Piacquadio and Alan Coleman of FTS Recovery Limited to place the Company into Liquidation. At this time, I can advise all employees of the following.

As a result of the insolvency of your employer, you may be entitled to various claims, which are authorised by the Department for Business and Trade – Redundancy Payments Service (**RPS**) under the provisions of the Employment Rights Act 1996. This may include claims for any accrued but unpaid wages and holiday pay, together with a compensation payment for loss of notice by your employer. If you have at least two years continuous service with the Company, and you are within the statutory age limits, you may qualify for redundancy pay.

Enclosed is guidance about how to make your claim online to the RPS for monies due to you as a result of the termination of your employment. I have also attached details of the information you will need before you make your online application. Subsequent to this letter, the proposed Liquidators will provide the **case reference number** you will need in order to start your online application is stated above.

The Joint Liquidators will obtain and issue the Case Reference Number within 1 week of their proposed appointment, along with any further information necessary to submit your claims. Further to this, please be aware that online applications can only be completed after the appointment.

Please note that the maximum payable by the RPS in respect of a week's pay is currently £700.

If your rate of pay exceeds this weekly limit, you may have additional claims against your employer in the liquidation, which will be recorded by us once we are aware of the amounts paid to you from your claim to the RPS. Whether you will receive any further amounts via the liquidation estate in due course, will depend on whether a dividend is available for creditors generally or not and you will be updated as the liquidation progresses on this with the general body of creditors.

Following appointment, the RPS will request that you complete a further online application to compensate you for any loss of notice from your employer. This claim cannot be made until your notice period has expired and you have made a claim online for redundancy. Please note that you are required to mitigate any claim for notice pay as far as possible. In particular, you should ensure that

you claim any Social Security benefits to which you may be entitled and make efforts to obtain other employment.

Further information about redundancy can also be found at:

<https://www.gov.uk/redundant-your-rights/overview>

Information about claiming Social Security benefits and the support available via Job Centre Plus can be found at:

<https://www.gov.uk/contact-jobcentre-plus>

If you have any keys, documents or other items belonging to the Company in your possession, would you please contact Natasha Phillimore via email at: natasha.phillimore@ftsrecovery.co.uk.

Further information will be issued to all employees in due course, however in the meantime should you have any questions concerning this letter or the online process, please contact Natasha Phillimore of this office in the first instance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tony Brown', written over a large, light-colored oval shape.

Tony Brown
Director

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