

**Extra information if you are a director**

Please read these notes carefully before you fill in the form.

Before we can make a decision on your claim, we need the information set out below to assess whether you were an employee of the company. The Employment Rights Act says that an employee is a person who works under a contract of employment. A contract of employment is a contract of service or apprenticeship. The terms of the contract may be given in writing or verbally. We look at a number of points before making a decision. You should note that "employee" in this case is defined differently to the way that the Inland Revenue or the Department of Social Security defines it.

Please read all the notes with the questions and make sure that you understand what information we need. Please tick Yes or No as necessary. If there is not enough space for your answers - or if you want to give more than a simple Yes or No - please continue on a separate sheet of paper. If you need any help, please contact the Redundancy Payments Office straight away.

	Employer:
	Case reference:
	National insurance number:

**Important: You are responsible for proving to us that you were an employee.**

1. We need to see any of the documents below. If you cannot provide them, please explain on a separate sheet why not.
 

	Yes	No
• Your written contract of employment	<input type="checkbox"/>	<input type="checkbox"/>
• The statement setting out the main terms and conditions of your employment	<input type="checkbox"/>	<input type="checkbox"/>
• Your letter of appointment	<input type="checkbox"/>	<input type="checkbox"/>
• A written memorandum (as set out in Section 318 of the Companies Act 1985) giving the terms and conditions of a director's contract as an employee	<input type="checkbox"/>	<input type="checkbox"/>
  
2. Were you associated with the business before it became a limited company? If Yes please give details of its trading position (for example, sole trader or partnership) and tell us how long you were involved for?
  
3. How many hours a week did you work for the company?
 

a week
  
4. Did you:
 

	Yes	No
• work a fixed number of hours each week?	<input type="checkbox"/>	<input type="checkbox"/>
• work regular hours?	<input type="checkbox"/>	<input type="checkbox"/>
  
5. Were you paid regularly?  Yes  No
  
6. Were tax and national insurance taken from your pay under a PAYE scheme?  Yes  No

7. What is the last day's work for which you were paid?
  
8. Were payments to you described in the company accounts as:
 

salary? <input type="checkbox"/>	director's fees? <input type="checkbox"/>
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9. Were you ever paid bonuses or dividends? If Yes, give details.
  
10. Have you taken no salary or been on a reduced salary for some time?
 

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Go to question 14.
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Please give the dates for which no salary or a reduced salary was paid.

From	/ /	To	/ /
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If your salary was reduced, please give the amount of your reduced salary.

£ a week
  
11. Did you agree to this arrangement?
 

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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12. How long did this arrangement last?

13. What were the reasons for this arrangement?

14. Were you entitled to paid annual holiday?

Yes  No  Go to question 17.

15. How much holiday were you entitled to each year?

16. Please give details of the holiday you have taken over the last two years.

17. What were your sick-pay arrangements?

18. What were your pension arrangements?

19. What were your duties and responsibilities as a director?

20. What duties did you carry out in a normal working week?

21. How often did you have to be at company premises?

22. Did anyone supervise or guide you?

Yes  No  Go to question 24.

23. What kind of supervision or guidance did you receive and from whom?

24. What, if any, were the terms of your notice of dismissal?

25. Did you hold any shares in the company?

Yes  No  Go to question 27.

26. What was your shareholding in the company

 %

27. Did you ever invest any of your own funds or provide guarantees for the company? Please give details.

28. Did you have any other business activities?

Yes  No  Go to the declaration.

29. What kind of activities were they?

30. How much time did you spend on those activities each week?

 hours

**Declaration - Please read this carefully before signing**

- I have filled in all the relevant parts of the form.
- I understand that you may take legal action against me if I have made a false statement on this form.
- I have supplied all the documents you need.

Your signature:

Date:

Please return your form to:

Watford RPO  
PO Box 15  
Exchange House  
60 Exchange Road  
Watford WD1 7SP

