

TO ALL KNOWN MEMBERS AND ALL CREDITORS

8 August 2024

Ref: SW/ CGJK/ BL/ AP
Email:
officeteamadministration@uk.ey.com

Dear Sir or Madam

OfficeTeam Limited (formerly in Administration and now in Creditors' Voluntary Liquidation) ("the Company")

Why we've sent this letter to you?

We understand that you may be a creditor of OfficeTeam Limited.

As you may be aware, on 19 June 2023 the Company moved from Administration into Creditors' Voluntary Liquidation pursuant to paragraph 83 of Schedule B1 to the Insolvency Act 1986 and S J Woodward and C G J King were appointed as Joint Liquidators.

I am writing to you now because the Liquidators of the Company will shortly be publishing their first annual progress report in respect of the Liquidation of the Company.

I am therefore seeking to advise you that, as outlined in further detail below, the upcoming progress report (as well as future documents) will be made available to you at https://www.ey.com/en_uk/ey-officeteam-limited-administration

What do you need to do?

As will be detailed in the upcoming progress report, the Liquidators have now begun an initial exercise to adjudicate the creditor claims that have been received by the Company.

Upon completion of this exercise, the Liquidators will write to all known unsecured creditors of the Company to either:

- i) confirm that a claim has been accepted, as well as the quantum of the accepted claim;
- ii) request further information is provided in support of submitted claims which the liquidators have been unable to accept based on the evidence submitted to date; or
- iii) request that unsecured claims are formally submitted, along with the relevant supporting documents, in instances where no claim has been formally submitted.

We anticipate writing to all known creditors in respect of the above by the end of September 2024.

Accordingly, at present, we do not require you to take any action, nor do you need to confirm receipt of this letter.

Notification that future documents will be made available on a website

I write to inform you that future documents in the Liquidation, other than those described at the end of this letter, will be made available for viewing and downloading at the following web address https://www.ey.com/en_uk/ey-officeteam-limited-administration without any further notification from me. Please note, this is the same website used to provide documents during the course of the preceding Administration.

I will not be obliged to deliver (i.e. send) any such documents to you, unless specifically requested by you. You may, at any time, request a hard copy of any or all of the following:

- All documents currently available for viewing on the website; and
- All future documents which may be made available there.

If you do wish to receive a hard copy of the document(s), please email officeteamadministration@uk.ey.com or write to me, using the contact details at the top of this letter and a copy will be sent to you.

Documents to be uploaded to the website may include, but are not limited to, the following (timings are indicative only):

- Notices seeking a decision from creditors on matters arising in the liquidation (e.g. approval of remuneration) – at any time;
- Invitations to form a creditors' committee – at any time that a decision is sought from creditors and there is not already a committee in existence;
- The Liquidators' progress reports – within two months of the end of each 12-month period starting with the date of the liquidation; and
- The Liquidators' final progress report.

The following documents will still be delivered by post:

- Any document for which personal delivery is required;
- Any notice of intention to declare a dividend; and
- Any document which is not delivered generally (e.g., which is not sent to all known creditors or members).

Should you have any queries, please contact the email address at the top of this letter.

Yours faithfully
for the Company



C G J King
Joint Liquidator

S J Woodward and C G J King are licensed in the United Kingdom to act as insolvency practitioners by The Institute of Chartered Accountants in England and Wales. As Insolvency Practitioners, they are bound by the Insolvency Code of Ethics in carrying out all professional work relating to the appointment.

The Joint Liquidators may act as data controllers of personal data as defined by the UK General Data Protection Regulation (as incorporated in the Data Protection Act 2018), depending upon the specific processing activities undertaken. Ernst & Young LLP and/or the Company may act as a data processor on the instructions of the Joint Liquidators. Personal data will be kept secure and processed only for matters relating to the Joint Liquidator's appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy