

TO ALL KNOWN CREDITORS

25 April 2023

Ref: CGJK/BL/D11.1
Email:
officeteamadministration@uk.ey.com

Dear Sirs

OfficeTeam Limited (in Administration) (“the Company”)

As you will be aware, the Company entered Administration on 14 May 2020 and R H Kelly and I were appointed to act as Joint Administrators (“the Administrators”). In accordance with a Court Order dated 27 June 2022, R H Kelly was replaced by Samuel James Woodward as he retired from the EY Partnership.

On 8 June 2020 our remuneration was agreed by creditors in the sum of £1,338,863 plus VAT, in accordance with our fee estimate dated 21 May 2020 (“the Original Estimate”).

A number of matters have arisen in the Administration that have resulted in the Original Estimate being exceeded. These matters were not foreseen when preparing the Original Estimate and include, inter alia:

- Significant levels of additional work have been required due to the complex nature of the Company’s debt guarantee structure;
- The debtor collection exercise has required significantly greater effort than initially anticipated, which is primarily a result of a greater level of disputes than expected. As a result of the significant level of additional work, to date we have been able to collect funds of £9.4m. This equates to 87% of the ledger, which is significantly more than originally anticipated. The Administrators are of the opinion that the additional time spent has resulted in significantly increased recoveries which are for the benefit of the unsecured creditors;
- Efforts in addition to that initially anticipated per the Original Estimate in relation to the monthly processing of OT Group Limited’s payroll whilst they sought to set-up a new payroll with their provider, which has been funded by OT Group Limited; and
- A number of other matters that have arisen in the Administration, but where the additional time spent and to be spent is not deemed to have resulted in additional recoveries for the direct benefit of the creditors and therefore, the Administrators are not seeking to increase their remuneration in relation to these tasks and instead propose to write off these costs.

Accordingly, I am therefore writing to you to seek your approval to an increase in our remuneration from £1,388,863 plus VAT to £1,892,924 plus VAT. I enclose a revised fee estimate which includes a detailed explanation of the work undertaken and a receipts and payments account as at 25 April 2023.

I intend to seek decision on this matter by correspondence. Accordingly, I enclose formal notice of the decision procedure and a voting form and notice of claim form. Please would you complete both the voting form and the notice of claim form and return them to me, either by email to officeteamadministration@uk.ey.com or post to Ben Leach, Ernst & Young LLP, 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR to arrive no later than 23:59 hours on 15 May 2023.

The Insolvency (England and Wales) Rules 2016 require that whenever a decision is sought from creditors, they must also be invited to establish a creditors' committee if, as in this case, a committee is not already in existence. Accordingly, the attached notice and voting form include a resolution on whether a committee should be formed. In order for a committee to be formed, at least 3 creditors must be willing to serve on the committee and they must give their consent in writing.

If you vote in favour of establishing a committee, please also complete the nomination section of the voting form and, unless you are nominating yourself, include the appropriate written consent(s) to act with your completed voting form. If there are fewer than 3 valid nominations, a committee will not be established. If there are at least 3 and no more than 5 valid nominations, a committee will be formed with the nominated creditors. In the event that there are more than 5 valid nominations, I shall put the nominations to a vote by the general body of creditors.

Should you have any questions please contact Ben Leach at this office on 0113 298 2224.

Yours faithfully
for the Company



C G J King
Joint Administrator

Enc: Revised fee estimate
Receipts and payments account
Notice of decision procedure with voting form
Claim form for voting purposes
Invitation to form a creditors committee

S J Woodward and C G J King are licensed in the United Kingdom to act as an insolvency practitioner by The Institute of Chartered Accountants in England and Wales.

As licensed insolvency practitioners, we are bound by the Insolvency Code of Ethics when carrying out all professional work relating to the administration.

The affairs, business and property of the Company are being managed by the Joint Administrators, S J Woodward and C G J King, who act as agents of the Company only and without personal liability.

The Joint Administrators 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 Administrators. Personal data will be kept secure and processed only for matters relating to the Joint Administrator's appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.

OfficeTeam Limited – in Administration

Original fee estimate and revised fee estimate

The Joint Administrators expect that time costs dealing with the Administration will total £2,730,905, which is £1,342,042 more than estimated in the Original Estimate. Consequently, the Administrators are seeking approval for an increase in their remuneration from £1,388,863 plus VAT to £1,892,924 plus VAT. The Administrators estimate that this will result in costs of £837,981 being written off.

	Original Fee Estimate		Expected additional work versus Original Estimate		Total expected costs		Costs to be written off		Revised Fee Estimate	
	Total hours	Total costs (£)	Total hours	Total costs (£)	Total hours	Total costs (£)	Total hours	Total costs (£)	Total hours	Total costs (£)
Accounting & Administration	195	99,839	505	181,621	701	281,460	(505)	(181,621)	195	99,839
Bank & Statutory Reporting	237	124,498	102	101,144	339	225,642	(102)	(101,144)	237	124,498
Creditors and unsecured distribution	484	246,808	309	137,407	792	384,215	-	-	792	384,215
Debtors	388	201,606	1,185	718,270	1,573	919,876	(579)	(338,824)	994	581,052
Employee Matters	91	51,049	78	39,684	168	90,733	(9)	(4,684)	159	86,049
Immediate Tasks	55	30,288	(27)	(10,457)	28	19,831	-	-	28	19,831
Investigation & CDDA	93	49,719	(33)	(23,538)	60	26,181	-	-	60	26,181
Job Acceptance & Strategy	61	32,271	(5)	(5,227)	57	27,044	-	-	57	27,044
Other Assets	38	23,463	5	8,682	43	32,145	(5)	(8,682)	38	23,463
Other Matters	138	73,519	109	54,392	247	127,911	(109)	(54,392)	138	73,519
Property	149	75,574	199	110,898	349	186,472	(199)	(110,898)	149	75,574
Public Relations	10	6,188	(9)	(5,288)	1	900	-	-	1	900
Retention of Title	306	178,760	73	12,694	379	191,454	(73)	(12,694)	306	178,760
Statutory Duties	217	120,948	(15)	(3,282)	202	117,667	-	-	202	117,667
VAT & Taxation	116	74,333	38	25,043	154	99,376	(38)	(25,043)	116	74,333
	2,578	1,388,863	2,513	1,342,042	5,092	2,730,905	(1,620)	(837,981)	3,472	1,892,924

The revised estimate reflects an increase in the Administrators' remuneration of £504,061 plus VAT. In accordance with Rule 18.30(3) of the Insolvency (England and Wales) Rules 2016, the Administrators have set out below their estimate of remuneration to be charged.

An explanation of the additional work undertaken and proposed to be undertaken is set out overleaf.

The Joint Administrators do not anticipate further revisions to be made to the fee estimate during the Administration.

	Original Fee Estimate			Change in Fee Estimate			Revised Fee Estimate		
	Total hours	Total costs (£)	Average rate (£)	Total hours	Total costs (£)	Average rate (£)	Total hours	Total costs (£)	Average rate (£)
Accounting & Administration	195	99,839	511	-	-	-	195	99,839	511
Bank & Statutory Reporting	237	124,498	525	-	-	-	237	124,498	525
Creditors and unsecured distribution	484	246,808	510	309	137,407	445	792	384,215	485
Debtors	388	201,606	519	605	379,446	627	994	581,052	585
Employee Matters	91	51,049	563	68	35,000	512	159	86,049	541
Immediate Tasks	55	30,288	553	(27)	(10,457)	384	28	19,831	719
Investigation & CDDA	93	49,719	535	(33)	(23,538)	709	60	26,181	439
Job Acceptance & Strategy	61	32,271	526	(5)	(5,227)	1,112	57	27,044	478
Other Assets	38	23,463	614	-	-	-	38	23,463	614
Other Matters	138	73,519	532	-	-	-	138	73,519	532
Property	149	75,574	506	-	-	-	149	75,574	506
Public Relations	10	6,188	645	(9)	(5,288)	615	1	900	900
Retention of Title	306	178,760	584	-	-	-	306	178,760	584
Statutory Duties	217	120,948	557	(15)	(3,282)	217	202	117,667	583
VAT & Taxation	116	74,333	641	-	-	-	116	74,333	641
	2,578	1,388,863	539	894	504,061	564	3,472	1,892,924	545

Explanation of additional work undertaken and proposed to be undertaken

As set out on the previous page and below, the Administrators have incurred and expect to incur additional time costs relating to various matters, some of which they are seeking an uplift in their remuneration for (£504,061), and others where it is proposed that time costs will be written off (£837,981).

The overarching factor that has led to a significant amount of additional time costs being incurred is that of Covid-19 and the delays and disruption that it has caused. At the time of preparing the Original Estimate in May 2020, the extent and duration of disruption was not foreseen and therefore was not factored into the estimated time costs.

Where relevant, the Administrators have sought to reference specific impacts of Covid-19 which have caused additional costs to be incurred by the Administrators. However, it is also relevant to mention the more general inefficiencies which Covid-19 has caused that have resulted in additional time needing to be spent to deal with various matters.

By way of example, there has been disruption and delays resulting from various stakeholders (i.e. working from home and being unable to attend the Company's sites due to UK Government lockdowns and measures). Additionally, an enhanced level of delays has resulted from stakeholders furloughing employees and temporarily closing their doors.

Activities where an uplift in the Administrators' remuneration is sought

The Joint Administrators have incurred additional time costs relating to the following matters where, as set out in the table above, they are seeking an increase in remuneration.

- **Creditors and unsecured distribution** – Due to the complex nature of the Company's debt guarantee structure, significant levels of additional work have been required in relation to the distributions to secured lenders. This has included, inter alia:
 - i) A highly complex distribution exercise has been required to be undertaken understand the quantum of subrogated claims which the Company may have against other guarantors of the secured creditors' indebtedness and that other guarantors may have against it in relation to these payments.

This has required careful consideration of the intercompany balances owed between the Company and another 25 corporate group entities which guaranteed the liabilities due to the secured creditors and has required detailed discussions with the Administrators' legal advisors. Further work is also anticipated in respect of lodging and agreeing subrogated secured claims against certain of the corporate group entities;
 - ii) Review and validation of the secured creditors security instruments to confirm the validity and nature of the security given;
 - iii) Assessment of the tax implications of distributions to be made to the secured creditors, with a view to minimising the secured creditor claims and ensuring compliance with the relevant withholding tax requirements.

Additionally, due to backlogs in processing transactions up to the date of Administration, further work beyond that which was originally anticipated has been required to bring the Company's purchase ledger up to date. This additional work was conducted for the purpose of the Directors preparing their statement of affairs and to assist with the invitation and eventual adjudication of creditors' claims and subsequent distribution.

The Administrators have incurred time costs which are £137,407 higher than the Original Estimate and are seeking the approval for an uplift of £137,407.

- **Debtors** – The debtor collection exercise has required significantly greater effort than initially anticipated, which is primarily a result of significantly more disputes than expected.

The trade debtor collection exercise raised a significantly greater level of disputes than anticipated from the c.3,300 debtors accounts and these have required detailed interrogation, as well as collating and reviewing of supporting documentation in order to maximise recoveries.

A significant number of these disputes were made worse by a lack of supporting documentation being readily available from Company records, which has resulted in additional time being spent in recovering disputed debts.

The debtor collection exercise has also been disrupted by Covid-19 because of protective measures enforced by the UK Government, which prevented the Administrators from enforcing on due and payable debts. Many of the Company's debtors sought to take advantage of these measures which has resulted in significant additional time being required to pursue and recover debtor balances.

Additionally, because of the widespread impact of Covid on businesses generally, the Administrators and their team have had to have careful consideration of the impact of Covid-19 on the ability of debtors to repay their debts and have been required to reach agreements on payment plans or consider alternate collection methods on an unusually high number of customer accounts.

As a result of the significant level of additional work, to date we have been able to collect funds of £9.4m. This equates to 87% of the ledger, which is a significantly better outcome than originally anticipated. The Administrators are of the opinion that the additional time spent has resulted in significantly increased recoveries for the benefit of the unsecured creditors.

The Administrators have incurred time costs which are £718,270 higher than the Original Estimate and are seeking the approval for an uplift of £379,446.

- **Employee Matters** – Effort in addition to that initially anticipated per the Original Estimate has been required in relation to the monthly processing of OTG's payroll whilst they sought to set-up a new payroll with their provider.

Following the sale, OTG required the Company's assistance with the monthly processing of their payroll, whilst they set up a new payroll with their provider. This task was not known at the outset and therefore was not reflected in our Original Fee estimate.

As time costs incurred by the Administrators and their staff in conducting this activity had no direct benefit to the Creditors, the Administrators agreed that OTG would meet costs in relation to the Administrators' time spent providing this assistance. This resulted in income of £35,000 being received by the Company from OTG, which the Administrators are seeking the recovery of as it was purely to reimburse the estate for the Administrators' time costs incurred.

The Administrators have incurred time costs which are £39,684 higher than the Original Estimate and are seeking the approval for an uplift of £35,000 i.e. an amount equal to that which the Company has been paid by OTG.

Activities where an uplift in Administrators' remuneration is not sought

In addition to the work detailed above which the Administrators are seeking an increase in remuneration for, a number of other matters have arisen in the Administration that have resulted in time costs per the Original Estimate being exceeded. This can be summarised as £242,932 of time

costs already incurred and £256,225 of time costs expected to be incurred. However, as this additional time spent and to be spent is not deemed to have directly resulted in additional recoveries for the benefit of the creditors, the Administrators are not seeking to increase their remuneration in relation to these tasks and instead propose to write off these costs, notwithstanding the fact that it could be argued that certain of the costs were incurred as a result of the successful sale of the business which has resulted in realisations for the benefit of the creditors.

- **Accounting & Administration** - The work undertaken is required under legislation and professional best practice to progress the Administration.

Time has been incurred and is forecast to be incurred on general administrative duties, such as case management aspects, cashiering and treasury, filings, as well as maintaining the Joint Administrators' accounting records. Additional time has also been spent due to the length of the Administration meaning that two extensions have been required. Further time costs have also been incurred due to one of the original Administrators retiring and therefore needing to appoint a replacement Administrator.

- **Bank & Statutory Reporting** - The work undertaken is required under legislation and professional best practice to progress the Administration and does not necessarily result in a direct financial benefit to creditors. However, providing six-monthly progress reports to all creditors and members is a statutory requirement.

This additional time spent includes statutory reporting to all classes of creditors. Reports include the six-monthly progress reports and regular reporting to the secured creditors regarding progress of the administration, realisations and other ad-hoc reporting.

- **Other Assets** - This primarily relates to time spent dealing with the transfer of ownership of Stat Company Limited to OTG and seeking the required approval from the FCA.
- **Other Matters** – Time costs incurred in respect of various unforeseen matters arising during the course of the Administration, including time spent in relation to managing the sale and purchase agreement in place with OTG.
- **Property** – Work undertaken in dealing with Licenses to Occupy granted to OTG as part of the sale agreement, corresponding with landlords in respect of the Company's 14 leasehold premises and agreeing the surrender of leases where appropriate.
- **Retention of Title** – Work undertaken in dealing with a large volume of suppliers who asserted retention of title claims, which was in excess of that which was anticipated at the time of preparing the Original Estimate. This process was made more difficult and prolonged due to disruption caused by Covid-19 restrictions which lasted longer than anticipated.
- **VAT & Taxation** - This time is spent investigating the Company's VAT and corporation tax position up to the date of appointment, preparation and submission of VAT and corporation tax returns for the post appointment period and dealing with VAT group matters.

Estimate of return for creditors

Secured creditors

As previously advised, work undertaken by the Administrators has enabled the secured creditors indebtedness of c.£22.3m to be settled in full.

Preferential creditors

No preferential creditor claims are expected to be received as all employees were transferred to OTG under TUPE, with OTG responsible for any liabilities in respect of arrears of wages and other liabilities owed to them.

Non-preferential creditors

Based on realisations to date, anticipated future costs and our current understanding of the potential outcome from the distribution exercise noted previously, we are able to estimate the impact of the requested uplift in fees on the outcome for the Company's non-preferential creditors.

Based on the quantum of creditors outlined in the Company's Statement of Affairs, it is estimated that the dividend available to unsecured creditors may be c.4.1p in the £ after allowing for the requested uplift in Administrators' remuneration. Without any uplift in the Administrators remuneration, it is estimated that, other things being equal, the dividend to unsecured creditors may be c.5.5p in the £.

OfficeTeam Limited (in Administration)

Joint Administrators' Receipts and Payments from 14 November 2022 to 25 April 2023

Statement of Affairs Estimated to Realise Values		Period from		Total
		14 May 2020 to 13 November 2022	14 November 22 to 25 April 2023	
(£)	1,2	(£)	(£)	
Fixed charge receipts (excludes debts assigned to LBG)				
2		2	-	2
9,771,388	3		990	446,955
		445,965	-	1,995,679
		1,995,679	-	539,240
100,000		539,240	-	100,000
		100,000	-	2,354,365
		2,354,365	-	2,354,365
		5,435,249	990	5,436,239
Fixed charge payments				
	3	67,453	-	67,453
		39,678	-	39,678
		2,354,364	-	2,354,364
		277,945	-	277,945
		540,556	-	540,556
		3,279,996	-	3,279,996
Net fixed charge realisations		2,291,122	990	2,156,243
Floating charge receipts				
Asset realisations				
		528,311	-	528,311
45,000		74,000	-	74,000
375,000		375,000	-	375,000
	4		-	4
273,591		272,946	-	272,946
439,016		408,638	-	408,638
		106,481	3,446	109,928
		1,463	-	1,463
		35,000	-	35,000
Transfer receipts				
		305,629	-	305,629
		15,079	-	15,079
		454,755	-	454,755
Other receipts				
	4	3,399	10,288	13,687
		2,580,706	13,734	2,594,440
Floating charge payments				
		107,795	-	107,795
Costs of realisations:				
		6,232	-	6,232
		6,250	-	6,250
		4,000	-	4,000
		11,775	-	11,775
		763	-	763
Expenses:				
		2,527	3	2,531
		1,885	212	2,096
		5,443	857	6,300
		95	-	95
Property:				
		309,557	-	309,557
		11,151	-	11,151
Professional Fees:				
		102,136	11,864	114,000
		22,561	-	22,561
Administrators' Expenses:				
		1,388,861	-	1,388,861
		2,101	-	2,101
		1,983,132	12,936	1,996,068
Net floating charge receipts		597,574	798	598,372
Total net realisations		2,752,827	1,788	2,754,615
Funds in Hand				
		2,614,384	(608)	2,613,776
		138,444	2,395	140,839
		2,752,827	1,788	2,754,615

Notice to creditors of decision procedure

Rules 3.39, 15.8 and 18.24 of the Insolvency (England and Wales) Rules 2016

OfficeTeam Limited (in Administration) (“the Company”)

Name of court: Business and Property Courts in Birmingham
Insolvency and Companies List (ChD)

Case number: CR-2020-BHM-000303

Registered name of the Company: OfficeTeam Limited

Other trading name(s) or style(s) of the Company: n/a

Any other registered name in the 12 months prior to Administration: n/a

Registered number: 05095978

Registered office address: Ernst & Young LLP, 1 Bridgewater Place, Water
Lane, Leeds, LS11 5QR

Principal trading address (if different from above): n/a

Date on which the Company entered Administration: 14 May 2020

Date of appointment of Joint Administrators: 14 May 2020

Details of the Joint Administrators

C G J King Ernst & Young LLP 1 Bridgewater Place, Leeds, LS11 5QR	S J Woodward Ernst & Young LLP 1 Bridgewater Place, Leeds, LS11 5QR
Office holder number:	8985 / 12030
Telephone number:	0113 298 2224
Name of alternative person to contact about the Administration: Ben Leach	

NOTICE IS HEREBY GIVEN that the Joint Administrators of the above-named company are seeking a decision from creditors by correspondence on the following matter:

1. The approval of an increase in the Joint Administrators' remuneration from £1,388,863 plus VAT per the fee estimate dated 21 May 2020 to £1,892,924 plus VAT

Rule 3.39(4) of the Insolvency (England and Wales) Rules 2016 provides that at any time when an administrator seeks a decision from creditors and a creditors' committee has not already been formed, creditors must be invited to decide whether to establish a creditors' committee if sufficient creditors are willing to be members of the committee. A formal invitation and nomination form is attached.

Creditors wishing to vote on the proposed increase in remuneration, including any creditors who have opted out of receiving notices but nonetheless wish to vote, must complete and return the attached voting form and claim form, and return them to me by email to officeteamadministration@uk.ey.com or post to Ben Leach, Ernst & Young LLP, 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR to be received no later than 23:59 hours on 15 May 2023 (**the decision date**). Votes in respect of claim forms received after this time will be disregarded.

Creditors whose debts may be treated as small debts in accordance with Rule 14.31(1) of the Insolvency (England and Wales) Rules 2016 must still deliver a claim form if they wish to vote.

A creditor may apply to court to appeal a decision on eligibility to vote in the decision procedure. Any appeal must be made no later than 21 days after **the decision date**.

Creditors who meet the thresholds set out in section 246ZE of the Insolvency Act 1986 (namely 10% in value of creditors, 10% in number of creditors or 10 creditors) may, within five business days from the date of delivery of this notice, require a physical meeting to be held to consider the proposed resolution on remuneration.

Signed
C G J King
Joint Administrator



Date 25 April 2023

OfficeTeam Limited (in Administration) (“the Company”)

Voting form

Resolutions

1. That the Joint Administrators’ remuneration be increased from £1,388,863 plus VAT per the fee estimate dated 21 May 2020 to £1,892,924 plus VAT

FOR/AGAINST

Signature _____

Name of signatory _____

On behalf of
(name of creditor) _____

Date _____

The Insolvency Act 1986 and the Insolvency (England and Wales) Rules 2016

Administration Notice of Claim for Voting Purposes

OfficeTeam Limited (in Administration) (“the Company”)

Date of Administration: 14 May 2020

PLEASE NOTE: Once completed, this form will be used by the Joint Administrators ONLY for the purposes of voting in a creditors’ decision procedure or a requisitioned meeting of creditors. The form will not constitute admission of the claim to rank for dividend in this or any subsequent procedure. For further information see Rules 15.28 to 15.35 of the Insolvency (England and Wales) Rules 2016.

Name of creditor

Address

Amount claimed, after deductions for payments made post-administration or adjustments for set off (see notes overleaf)

Is the claim preferential or secured?

If secured, value of security

If you have made a retention of title claim against the company please attach details (see over)

Signature on behalf of creditor

Date

Notes to Administration Notice of Claim for Voting Purposes:

1. Please attach a detailed statement of your account as at the date on which the company entered administration.
2. If you have claimed retention of title please provide details, including the value of any payments made, or goods returned, to you in respect of your claim.
3. If your claim is preferential (e.g. for wages, holiday pay or certain pension arrears) or secured please give details and attach supporting documentation.
4. VAT bad debt relief may usually be claimed six months after the date of supply.

Notice to creditors – invitation to form a creditors’ committee

Rule 3.39, Insolvency (England and Wales) Rules 2016

OfficeTeam Limited (in Administration) (“the Company”)

Name of court: Business and Property Courts in Birmingham
Insolvency and Companies List (ChD)

Case number: CR-2020-BHM-000303

Registered name of the Company: OfficeTeam Limited

Other trading name(s) or style(s) of the Company: n/a

Any other registered name in the 12 months prior to Administration: n/a

Registered number: 05095978

Registered office address: Ernst & Young LLP, 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR

Principal trading address (if different from above): n/a

Date on which the Company entered Administration: 14 May 2020

Date of appointment of Joint Administrators: 14 May 2020

Details of the Joint Administrators

C G J King Ernst & Young LLP 1 Bridgewater Place, Leeds, LS11 5QR	S J Woodward Ernst & Young LLP 1 Bridgewater Place, Leeds, LS11 5QR
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Office holder number: 8985 / 12030

Telephone number: 0113 298 2224

Name of alternative person to contact about the Administration: Ben Leach

Invitation to form a creditors’ committee

Creditors are invited to decide whether a creditors’ committee should be formed if sufficient creditors are willing to be members of the committee. Information on the role of committees can be found at <https://www.r3.org.uk/media/documents/publications/professional/R3-Guide-to-Creditors-Committees.pdf>

To be validly established, a committee must have at least three and not more than five members, who must have agreed to act.

Should you wish to form a committee, please follow the instructions in the nomination form attached to this notice and return the completed nomination form, with written agreements to act where appropriate, to me at the above address to arrive no later than 23:59 hours on 15 May 2023. Nominations can only be accepted if I am satisfied as to the creditor's eligibility under Rule 17.4 of the Insolvency (England and Wales) Rules 2016.

Signed
C G J King
Joint Administrator



Date 25 April 2023

OfficeTeam Limited (in Administration) (“the Company”)

Nominations for creditors’ committee

You may nominate up to five creditors of the company. Please note that before a person can act as a member of a creditors’ committee that person must agree to do so.

In the event that more than five valid nominations are received, the five receiving the most votes will be appointed.

When you have completed this form, please return it with the creditor’s written agreement to act (unless you are nominating yourself or your own organisation) officeteamadministration@uk.ey.com or post to Ben Leach, Ernst & Young LLP, 1 Bridgewater, Water Lane, Leeds, LS11 5QR to arrive no later than the closing date stated on the notice of invitation to form a committee.

I nominate:

(Name of creditor) _____ of

(Address) _____

(Name of creditor) _____ of

(Address) _____

(Name of creditor) _____ of

(Address) _____

(Name of creditor) _____ of

(Address) _____

(Name of creditor) _____ of

(Address) _____

to be appointed as (a) member(s) of the creditors' committee.

Signature _____

Name of signatory _____

On behalf of
(name of creditor) _____

Date _____