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To All Known Creditors

14 May 2020

Ref: HK/CK/DH/SH/AN/LG

Email:
officeteamadministration@uk.ey.com

Dear Sirs

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

As you may be aware, on 14 May 2020, Charles King and I were appointed as Joint Administrators of OT, the Company (the "Appointment"). The Appointment was made by the Company's directors under the provisions of paragraph 22(2) of Schedule B1 to the Insolvency Act 1986. The Joint Administrators act as agents of the Company only and without personal liability and I attach formal notice of our Appointment for your information. Please note that a connected company, Spicers Limited (“Spicers”) was also placed into administration on 14 May 2020 and Charles King and I were appointed as Joint Administrators.

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

Please be advised on 14 May 2020, the business and assets of OT were sold to Paragon Data Analytics Limited (“PDAL”). The Sale Agreement excluded stock subject to a valid Retention of Title (“ROT”) claim. If you believe you have an ROT claim then please email spotsuppliers@uk.ey.com

In accordance with Statement of Insolvency Practice 16, a detailed explanation of the transaction outlined above will be uploaded to the following website address within seven days of 14 May 2020 www.ey.com/en_uk/ey-OfficeTeam-limited-administration

As the business and assets have been sold to PDAL the Company has ceased to trade from 14 May 2020. All queries regarding ongoing trading should be directed to your usual contact within the OfficeTeam business.

If any orders placed with you by the Company prior to our appointment have not been completed, they should not be completed unless you receive written confirmation from either of us, or our authorised representative, that the goods or services are still required. Please let me have a statement of any orders placed by the Company prior to our appointment which have not yet been completed.

Creditors' claims

Please note that debts incurred by the Company before our appointment will rank as unsecured claims against the Company. Any sums due to the Company arising after our appointment must be paid in full and without set-off against any debts incurred by the Company prior to our appointment.



Certain debts due from the Company may be preferential in accordance with section 386 of the Insolvency Act 1986. If you consider that you have a claim in this category, please advise me immediately. If you hold any security for your claim or you consider that you have title to any assets in the Company's possession, please forward details to me as soon as possible. You may be entitled to VAT bad debt relief on debts arising from supplies more than six months old. This procedure does not involve the Joint Administrators and claims should be made directly to HM Revenue & Customs.

Submitting a claim

Should you believe you are an unsecured creditor please send me a detailed statement of sums due to you from the Company. Please email officeteamadministration@uk.ey.com to request login details to submit your claim via the website.

Alternatively, a hard copy proof of debt can be downloaded from www.ey.com/en_uk/ey-OfficeTeam-limited-administration, or upon request from this office.

Notification that future documents will be made available on a website

Please note, all future documents in the Administration (including the SIP 16 report (available within seven days of the Appointment)), other than those described at the end of this letter, will be made available for viewing and downloading at the following web address www.ey.com/en_uk/ey-OfficeTeam-limited-administration, without any further notification from me. 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 all documents currently available for viewing on the web site and/or all future documents which may be made available there. If you do wish to receive a hard copy of the documents, 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.

The following documents will still be delivered by post or email:

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

If you require any further information or explanation, please do not hesitate to contact one of my team at officeteamadministration@uk.ey.com.



Yours faithfully
for the Company

A handwritten signature in black ink, appearing to read 'R H Kelly', with a long horizontal flourish extending to the right.

R H Kelly
Joint Administrator

R H Kelly is licensed in the United Kingdom to act as an insolvency practitioner by the Institute of Chartered Accountants of Scotland. C G J King is licensed in the United Kingdom to act as an insolvency practitioner by the Institute of Chartered Accountants in England and Wales.

The affairs, business and property of the Company are being managed by the Joint Administrators, R H Kelly 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 General Data Protection Regulation 2016/679, 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 Administrators appointment. The Office Holder Data Privacy Notice can be found at www.ey.com/uk/officeholderprivacy.

Notice of administrator's appointment

Paragraph 46 of Schedule B1 to the Insolvency Act 1986 and Rule 3.27 of the Insolvency (England and Wales) Rules 2016

Name of Company OfficeTeam Limited	Company number 05095978
High Court of Justice Business and Property Courts in Birmingham Insolvency and Companies List (ChD)	Court case number: CR-2020-BHM-000303

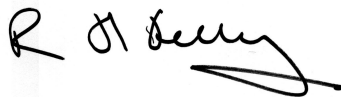
(a) Insert full name(s) and address(es) I / We (a) Robert Hunter Kelly and Charles Graham John King of Ernst & Young LLP, 1 Bridgewater Place, Water Lane, Leeds, LS11 5QR

give notice that I ~~was~~ we were appointed as administrator(s) of the above company on:

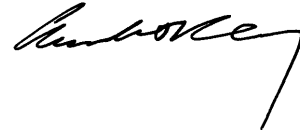
(b) Insert date

(b) 14th May 2020

Signed



Signed



Dated 14 May 2020

Dated 14 May 2020

Joint / Administrator(s) IP
No(s)

R H Kelly
8582

C G J King
8985