



**CORPORATE
RESTRUCTURING**

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**Something Services Limited (In Administration)
One4Staff Limited (In Administration)
("the Companies")**

Employee Frequently Asked Questions

Key messages

- The Administrators are forwarding all RP1 Forms received onto the Redundancy Payments Office ("RPO") for adjudication and processing.
- The standard RPO processing time is between 3 to 6 weeks from receipt of your RP1 Form.
- Further information will be posted on the MCR website in due course www.mcr.uk.com.

When did the Companies go in to Administration?

The Joint Administrators were appointed to One4Staff Limited on 26 October 2009 and Something Services Limited on 27 October 2009.

Who do I return my RP1 Forms to?

All RP1 Forms should be returned to MCR, 43-45 Portman Square, London W1H 6LY.

Have you received my RP1 Form? Have you sent my RP1 Form to the RPO?

All RP1 Forms received from employees are being forwarded to the RPO.

How long will it take for my RP1 Form to be processed?

The RPO have advised that the average processing time of RP1 Forms is between 3 to 6 weeks.

What is the status of my claim?

Your claim is being assessed by the RPO and verified against the Company's books and records.

The Watford RPO can be contacted on 01923 210 700 for the following information:

- Confirmation of receipt of your RP1 Form;
- Status update on the adjudication process of your RP1 Form;
- Estimate on timing of a response / payment; and
- Breakdown on adjudication and payment details.



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We understand that the following RPO staff are processing your claims:

- Parmdeep Jagdeew for One4Staff Limited (In Administration) claims; and
- Emma Chambers for Something Services Limited (In Administration) claims.

I disagree with the amount of payment I received, who do I get in contact with?

If you have been paid, the RPO will have completed their adjudication process on your claim and forwarded payment to you.

Any queries regarding the adjudication process or the amount of your payment should be directed to the RPO. The Watford RPO can be contacted on 01923 210 700.

How do I claim my outstanding expenses in the Administration?

Any additional claims, excluded in the RP1 Forms, may be claimed in the Administration by completing a Proof of Debt Form. A copy of a Proof of Debt Form is attached for your completion. Please provide supporting evidence to support any claim you submit.

What will be the likelihood of a dividend being paid in the Administration? What is the likely dividend and timing of any such dividend being paid?

There are no funds or realisable assets in the Administration of the Companies to pay a dividend to any creditors.

We are currently considering applying to the Court to request the grouping of the assets and liabilities of:

- One 4 Group Limited (In Administration);
- Satcover Limited (In Administration);
- Satellite Direct Uk Limited (In Liquidation);
- Something Services Limited (In Administration); and
- One4Staff Limited (In Administration).

In the event that we are successful in obtaining a Grouping Order, there may be a dividend to creditors. The value of the dividend will be dependant on the realisation of the Group's assets and the claim from the secured creditor.

Website

Further information will be posted on the MCR website in due course www.mcr.uk.com under the name of Satcover Limited (In Administration) / Satellite Direct UK Limited (In Liquidation).

Proof of Debt – General Form

Something Services Limited (In Administration)	
Date of administration 27 October 2009	
1.	Name of creditor (If a company please also give company registration number).
2.	Address of creditor for correspondence.
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration.
4.	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting).
5.	If amount in 3 above includes outstanding uncapitalised interest please state amount. £
6.	Particulars of how and when debt incurred (If you need more space append a continuation sheet to this form).
7.	Particulars of any security held, the value of the security, and the date it was given.
8.	Particulars of any reservation of title claimed in respect of goods supplied to which the claim relates.
9.	Signature of creditor or person authorised to act on his behalf _____
	Name in BLOCK LETTERS _____
	Position with or in relation to creditor _____
	Address of person signing (if different from 2 above) _____
For Administrators' Use only	
Admitted to vote for	Admitted for dividend for
£	£
Date	Date
Administrator	Administrator

Proof of Debt – General Form

One4Staff Limited (In Administration)

Date of administration 26 October 2009

1.	Name of creditor (If a company please also give company registration number).	
2.	Address of creditor for correspondence.	
3.	Total amount of claim, including any Value Added Tax and outstanding uncapitalised interest as at the date the company went into administration.	
4.	Details of any documents by reference to which the debt can be substantiated. (Note: There is no need to attach them now but the administrator may call for any document or evidence to substantiate the claim at his discretion as may the chairman or convenor of any meeting).	
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9.	Signature of creditor or person authorised to act on his behalf _____	
	Name in BLOCK LETTERS _____	
	Position with or in relation to creditor _____	
	Address of person signing (if different from 2 above) _____	
For Administrators' Use only		
Admitted to vote for		Admitted for dividend for
£		£
Date		Date
Administrator		Administrator