



**EMPLOYMENT AND
ACAS AWARDS
INSTRUCTION FORM**

*Required fields

APPLICANT DETAILS

Are you an existing client?*

Yes No

Are you the solicitor/barrister or the applicant?*

Solicitor/barrister Applicant

Is the applicant VAT registered?*

Yes No

Title* First name*

Surname*

Company

Address*

Town / city*

County*

Postcode*

Telephone*

Mobile*

Email address*

DX (if applicable)

Your reference

To submit a transfer up request simply complete the following form, attach a copy of the judgment and post or email it to:

High Court Enforcement Group

Helix, 1st floor
Edmund Street, Liverpool, L3 9NG
DX: 14104 Liverpool
E: transfers@hcegroup.co.uk
T: 0151 236 4751

CONTACT DETAILS

Please leave blank if same as applicant details

Title First name

Surname

Address

Town / city

County

Postcode

Telephone

Mobile

Email address

AWARD INFORMATION

Was the award obtained by default?*

Yes No

Settlement type*

ACAS Settlement

Employment Tribunal award

Tribunal claim No. (Award No.)*

Amount awarded (£)*

"Relevant Judgment" Date*

/ / (day/month/year)

Interest calculation date*

/ / (day/month/year)

Interest rate (default 8%)*



AWARD INFORMATION

Additional information

Approximately when was the award/settlement incurred*

/ / (day/month/year)

Have you received any payment?*

Yes No

Payment received to date

DETAILS AGAINST WHOM AWARD WAS MADE

Title* First name*

Surname*

Company / Trading name

Telephone*

Tel (home)

Tel (mobile)

Tel (work)

Email address*

Is the enforcement address residential or commercial?*

Commercial

Residential

Enforcement address*

(This should be either their main residence or trading address if a business)

Town / city*

County*

Postcode*

DETAILS AGAINST WHOM AWARD WAS MADE CONT

Is there an alternative enforcement address?*

Yes No

Alternative address

Town / city

County

Postcode

Do you authorise us to enforce at this address?

Yes No

Which address should we attend first?

First address given

Alternative enforcement address

Vehicle registration details (if applicable to this claim, please enter the vehicle registration details of up to two vehicles owned by the respondent (defendant))

Car registration number 1

Car registration number 2

Do you have details of any other assets owned by the respondent?

Yes No

If yes, please provide details



DETAILS AGAINST WHOM AWARD WAS MADE CONT

Any additional information about the respondent

PAYMENT

You will need to pay the £78 court fee per case instructed before enforcement can commence.

Please indicate how you would like to pay:

£78 by invoice. NB: this must be paid before the enforcement can commence. (Please provide invoice contact details below*) **unless you have an agreed invoice arrangement with us**

A PBA number with covering letter authorising HCE Group to act on your behalf, sent to the address below. Please provide your PBA number here:

£78 by bank transfer to HCE Group, Lloyds Bank, sort code: 30-93-53, account number: 03093821. Please ensure you use your name/company name as the reference on your payment

*Invoice details

If paying by invoice, please provide details of the person to whom the invoice is to be sent

Contact name

Email address

Telephone

Address (if different to above)

Postcode (if different to above)

REMITTANCE BANK DETAILS

Please provide details of the bank account into which any monies we recover through enforcement, should we be successful, are to be paid:

Account name

Bank name

Sort code

Account number

Remittance email address

By providing us with the bank account details above, you are authorising us to store this information on our case management system and pay any recovered funds into this account.

Please send a copy of the judgement or order with this form

DECLARATION

I have read the terms and conditions, available at hcegroup.co.uk/terms-and-conditions

I agree to the terms and conditions and confirm that to the best of my knowledge the contents of the form are true.

Please send me your monthly newsletter, details of eBooks, webinars and events. I acknowledge that I can unsubscribe at any point by clicking on the "unsubscribe" link in the email. Please read our [Privacy Policy](#).

Signature*

Date*