BEIS0001050

# GLO COMPENSATION SCHEME APPLICATION FORM

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| **Full Name of Claimant:** |
| **Unique DBT GLO Scheme Reference Number:** [To be issued by DBT following Registration Form] |
| **Application on behalf of a postmaster, partnership or a limited company** |
| 1. **Are you applying on behalf of a postmaster? If yes, please out (i) their details, and (ii) your relationship with them.** Please see the guidance issued by DBT alongside this form to who can bring an application on behalf of another person. As part of this application, you must provide proof as to your legal capacity to make an application on their behalf. |
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| **Branch and role details – Further to the details provided in Section 2 of the Registration Form please provide the following details of all branches you have been associated with.** |
| 2. **What is/was your role (e.g. postmaster, directly managed branch employee, absent postmaster, temporary postmaster)?** If your role has changed over time, please list the different roles and the relevant dates for each. |
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| 3. **Did you employ assistants/staff at the branch?**<br>If yes, please provide details, including names and dates of appointment (if known), including whether they are still employed.<br><br>Further, if their employment has ended, please provide any details if known if the matter is relevant to your claim. |
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| **Losses Claimed – Please fill out all which are applicable.** Before completing this section, please note that further guidance in addition to the details provided below can be found here: https://www.gov.uk/government/publications/compensation-scheme-for-group-litigation-order-case-postmasters<br><br>*As per section 4.2 in the guidance, given the tax exemption provided by HMT all claims should be provided net of tax. If you are unable to work out the net calculation, please state that your claim has been made gross of tax and DBT will make the relevant after-tax deductions.* |

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4. **Shortfalls paid to Post Office Ltd. (POL)**

**Please provide the total value of the shortfalls in respect of which you are applying.**

**This should be made by reference to the Claimant's Schedule of Core Information (SOCI) used in the GLO legal proceedings for any breakdown.**

**If there are any additional shortfalls in respect of which you are applying which are not included in the SOCI, details of these should be provided.** This should include if known:

**1. The amount;**

**2. The relevant dates (please specific when any shortfall was first noticed and when it was first settled [if applicable]);**

**3. Whether the shortfall amount was paid to Post Office (along with the date and value of any payment);**

**4. How the shortfall amount was paid to Post Office (along with the date and value of any payment);**

**5. Whether Post Office was notified of any shortfall and, if so, how and when it was notified.** In particular, please provide details of:

- Any relevant reference numbers;
- Any advice given by Post Office to deal with any shortfalls; and
- Who within Post Office advised you (if known);

**6. Any other relevant information in relation to any shortfall** – e.g. please detail whether shortfalls arose as a consequence of any specific transaction or type of transaction.

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5. **Loss of earnings during suspension**

**Were you suspended from your position at any time?** If yes, please provide:

- the dates of your suspension
- the reasons given by POL for the suspension
- Whether the suspension was with or without pay
- The total value of lost earnings from POL you are claiming for the suspension period

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| 6. **Loss of earnings for failure to give notice (termination)**<br><br>**Was your contract with the Post Office terminated?** If yes, please provide:<br><br>- the date of your termination<br>- the reasons given by POL for the termination. If you were forced to resign as a result of alleged shortfalls(s) this should be noted here.<br>- Whether POL's decision to terminate your contract was with or without notice.<br>- the total value of lost earnings from POL you are claiming for POL's failure to give appropriate notice |
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| 7. **Loss of earnings post-termination**<br><br>**Please provide the total value and details of lost earnings post-termination that you are applying for.**<br><br>If you obtained alternative employment / received an income following the suspension and/or termination, please provide:<br><br>- confirmation of the date on which you were re-engaged or obtained employment<br>- details of the remuneration received, or income earned thereafter |
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| 8. **Loss of Profits**<br><br>**Please provide the total value and details of any loss of profits from the Post Office branch or any retail shop owned by you associated with the Post Office branch.** This should include a calculation showing how the amount claimed has been quantified. |
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| 9. **Loss of Property or Other Assets**<br><br>**If, as the result of Horizon Shortfalls, you were forced to dispose of an asset (e.g. a property) at a loss which you otherwise would have retained, compensation for this may be available.**<br><br>**Please provide the total value and details of the claim.** This should include a calculation showing how the amount claimed has been quantified. |
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| 10. **Loss of Opportunity / Chance**<br><br>**Compensation for loss of an opportunity / chance may be available if there was a course of action which could have resulted in financial gain, such as expanding your business or making other investments, which you would have pursued if not for Horizon Shortfalls.**<br><br>**Please provide the total value and details of the claim.** This should include a calculation showing how the amount claimed has been quantified |
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| 11. **Penalties or General / Increased Cost of Financing**<br><br>**Were there any financial penalties or general / increased costs of financing that you had to pay as a result of Horizon Shortfalls (e.g. additional interest or loan arrangement fees)? If so, these may be recoverable.**<br><br>**Please provide the total value and details of the claim.** This should include a calculation showing how the amount claimed has been quantified |
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12. **Bankruptcy / insolvency-related losses**

**If you or your company been placed into any bankruptcy or insolvency processes or been the subject of any arrangements with creditors (including through a debt relief order, IVA or CVA) as a result of Horizon Shortfalls, you may be entitled to claim bankruptcy / insolvency-related losses (including fees).**

If so, please confirm:

- which processes or arrangements have been undertaken; and
- the start and, if applicable, end dates of any such processes or arrangement.
- The total value of your claim. This should include a calculation showing how the amount claimed has been quantified

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| 13. **Legal and professional fees**<br><br>**Fees incurred in relation to dealing with a Horizon Shortfall at the time it arose (e.g. the cost of defending civil / criminal legal proceedings or professional advice about restructuring your business) may be recoverable. You should not include fees in respect of your application to this scheme.**<br><br>**Please provide the total value and details of the claim.** This should include a calculation showing how the amount claimed has been quantified. |
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| 14. **Stigma/reputational damage**<br><br>**Have you suffered a financial loss as a result of damage to your reputation caused Horizon Shortfalls (e.g. if customers stopped supporting the postmaster's business as a result of the Horizon Shortfall)?**<br><br>**Please provide the total value and details of the claim.** This should include a calculation showing how the amount claimed has been quantified. |
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| 15. **Personal Injury**<br><br>**You may be able to claim consequential losses for personal injury suffered as a result of a Horizon Shortfall. Personal injury can include physical injuries as well as psychiatric harm.**<br><br>**Please provide the total value and details of the claim.** Amounts will be awarded in line with the Judicial College guidelines for personal injury[1]. You should set out the amounts being claimed with reference to these guidelines. |
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| 16. **Handicap on open labour market**<br><br>**Further to the above, if following your personal injury as a result of Horizon Shortfalls you have been disadvantaged in seeking employment in the labour market, you may be entitled to make a claim.**<br><br>**Please provide the total value and details of the claim.** This should include evidence of what employment opportunities you have pursued and difficulties you have faced. |
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1 https://uk.practicallaw.thomsonreuters.com/Browse/Home/Books/Judicial?transitionType=Default&contextData=(sc.Default)&firstPage=true

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| 17. **Harassment**<br><br>**If POL's conduct towards you was "unreasonable and oppressive", you may be able to claim consequential losses for the harassment you have suffered as a result of a Horizon Shortfall.**<br><br>**Please provide the total value and details of the claim.** This should include details of what POL did, how often it occurred and its impact on you. |
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| 18. **Malicious Prosecution (Criminal or Civil)**<br><br>**If POL prosecuted you because of a Horizon Shortfall but you were not convicted as a result or attempted to recover alleged losses via civil proceedings, you may be entitled to make a claim.**<br><br>**Please provide the total value and details of the claim.**<br><br>*Please note, postmasters who were convicted and subsequently had their convictions overturned are eligible for compensation via POL's Overturned Historical Conviction compensation programme.* |
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19. **Loss of investment in branch and any connected business**

**Please provide the total value and details of any losses in investments you have made into the branch or any connected business that you are applying for.** This could include for example the installation or purchase of new kit, refurbishments etc.

20. **Any other losses**

**Please include details of any other losses in which you are applying for.**

This could include for example:

- Staff redundancy (inc. tribunal claims)
- Loss of value in other tangible property (jewellery, car)
- Pension investment losses (existing and future)
- Losses suffered by family members
- Debt related losses
- Loss of savings/retirement funds

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| **POL Investigations – Please fill in below details of POL's investigations into the issues you raised with Horizon and actions taken by POL as a result.** |
| 21. **Did Post Office conduct an audit into the relevant branch?** If yes, for each audit, please provide details including:<br>- What prompted the audit (if known);<br>- The date(s) of the audit; and<br>- The outcome(s). |
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| 22. **Was there any other investigation into the alleged shortfall(s) by either POL or any other organisation / individual?** If yes, please provide details, including:<br>- Whether any such shortfalls were reported to POL as part of any investigation and, if so, what happened;<br>- Whether the Claimant was required to attend an interview with POL and/or the police<br>- Whether any intervention support visits were carried out;<br>- Whether POL searched your home or private property;<br>- Whether any further training was provided following the reporting of a shortfall(s); and<br>- What steps were taken in respect of the branch (e.g. it was closed, records removed, a temporary postmaster was appointed, etc). |
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| 23. **What impact has your experience with POL had on your family member(s).** Please provide any details you feel are relevant / pertinent to your claim. |
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| **Miscellaneous matters** |
| 24. **Are you aware of anyone else who works/worked in the branch who is/was the subject of civil or criminal proceedings relating to shortfalls?** If yes, please give brief details. |
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| 25. **Did you participate in the Initial Complaint Review and Mediation Scheme commenced in 2013 in which complaints were reviewed by Second Sight? If yes, was a settlement agreed? Please provide details of any settlement amount received.** |
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| 26. **Please provide details of any settlement amount received as part of the High Court "GLO" case (*Bates v Post Office Limited*).** |
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| 27. **Please provide details of any interim payment received from DBT following the GLO settlement.** |
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| 28. **Did you participate in a settlement/restructure as a result of Network Transformation or other scheme? If yes, on what terms did you settle? Please provide details of any settlement amount received.** |

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| **Other information related to your application** |
| 29. **Please list what documents/material you have or intend to provide to support your application. If possible, p**lease provide this scanned (or photographed) material at the same time you submit your application. This will allow your application to be investigated and considered more efficiently.<br><br>***For postal applications, please use Royal Mail as PO Box addresses can only accept post from Royal Mail and not from other carriers or couriers. Please send in copies of the documents/material rather than original documents, which should be retained for your own records. We advise using a trackable service such as Royal Mail Special Delivery when sending documents by post.***<br><br>If any additional information is required to help progress your application, you will be contacted about this. |
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| 30. **Please list what expert evidence you have / intend to provide to support your application?** DBT will consider applications for expert evidence as set out in the *Tariff of Reasonable Legal Costs*[2]. |
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[2] https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1135822/glo-tariff-reasonable-costs.pdf

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| **Statement of truth** | |
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| **By signing this document, I confirm that:**<br>**1. All of the information provided in this application form is true and correct to the best of my knowledge and belief; and**<br>**2. I have read and understood the terms of reference for this scheme as set out in the Scheme Process published 7 December 2022.**<br><br>**As we are advising applicants to submit this form online rather than post, if you are unable to print and scan this form we will accept an electronic signature – this can include simply typing in your name in both the 'Signed' and 'Name' box below.** | |
| **Signed** | |
| **Date** | |
| **Name** | |

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| **If there is any further information you would like to be considered when assessing your application, please use the box below.** |
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## Submission of claim

Your lawyer will be granted access to the Dentons Direct platform in order to upload claims. You will be granted access if you choose not to be legally represented.

If you are legally unrepresented and do not have access to the internet, you can send your application form by post to:

Horizon GLO Compensation Scheme

C/O Dentons UK and Middle East LLP

1 Fleet Place

London EC4M 7WS

If you send your application via courier, the following address should be used:

Horizon GLO Compensation Scheme

C/O Dentons UK and Middle East LLP

1 Fleet Place

London EC4M 7RA.

Please include reference "DSB/RZF/TS079928.00001" in all postal submissions.