

Advance notification of redundancies

Form HR1

How to complete the advanced notification of redundancies form HR1

Guidance

To complete form HR1, employers must:

- type or write your answers in capital letters and tick boxes where appropriate
- use a separate sheet of paper and attach it to this form, if there is not enough space
- provide a valid email address
- list in section three the postal address of all site(s) where redundancies may occur
- send a copy of this form to the representatives of the employees being consulted
- inform the Northern Ireland Statistics and Research Agency as soon as the circumstances outlined in the form change