

To All former Team Members of wilko Limited, Wilkinson Hardware Stores Limited, wilko.com Limited and Kin Limited (together “the Companies”) - together in Administration.

Guidance on how to obtain a company reference, should you require one for your future employment.

Should there be a requirement for a company reference, then please contact PwC for this to be issued. Please do this as soon as possible.

This can be done by sending your request to uk_wilko_teammembers@pwc.com, ensuring that you provide the following details:

- National insurance number
- Date of birth

If someone else is submitting this request on your behalf then please ensure they have the relevant information. PwC will return a copy of the requested employment reference within 7 working days.

Jane Steer, Zelf Hussain and Edward Williams have been appointed as Joint Administrators of Wilkinson Hardware Stores Ltd, wilko Ltd and wilko.com Ltd to manage their affairs, business and property as their agents and act without personal liability. All are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales. The Joint Administrators are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>.

The Joint Administrators may act as controllers of personal data as defined by UK data protection law depending upon the specific processing activities undertaken. PricewaterhouseCoopers LLP may act as a 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. Further details are available in the privacy statement on the [PwC.co.uk](https://www.pwc.co.uk) website or by contacting the Joint Administrators.

Rachael Maria Wilkinson, Jane Steer and Edward Williams have been appointed as Joint Administrators of Kin Limited to manage its affairs, business and property as its agents, and act without personal liability. All are licensed in the United Kingdom to act as insolvency practitioners by the Institute of Chartered Accountants in England and Wales. The Joint Administrators are bound by the Insolvency Code of Ethics which can be found at: <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics>

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