

WEBSITE ANNOUNCEMENT – COVID-19 update 8 April 2020

Dear valued client

On behalf of all employees at HS Admin, I would first of all like to wish that you and your family remain healthy in these difficult months ahead.

In light of the Government's announcement on 24th March 2020, I am writing to confirm that HS Admin have relocated the majority of staff to work from home.

Our services to you

We expect that any work undertaken by HS Admin will continue to be carried out in the timely and efficient manner you expect from us during this time. This is because:

- We have ensured that all our employees are well equipped to work from home
- The Liverpool office remains open for receipt and sending of mail
- Each internal team are holding daily conference calls to discuss any work in progress and client support

The main HS Admin switchboard number and all scheme helplines are being answered during normal office hours, i.e. 09:00 to 17:00. If we are unable to deal with your query immediately, we will pass the details on to another colleague and ask them to return your call.

Best regards



Graham Hickling
Managing Director
HS Admin