



DSI Business Recovery

Summary of Charge Out Rates and Disbursement Charges from 01 September 2022

	Charge per hour - (Minimum charge-out will be in six minute units) £
Director	350
Manager	250
Administrator	175
Support Staff	125

Disbursement Charges

Category 1 Disbursements

These are costs where there is a specific expenditure directly referable both to the appointment in question and a payment to an independent third party.

Category 2 Disbursements

These are costs that are directly referable to the appointment in question but not to an independent third party. They may include shared or allocated costs that can be allocated to the appointment on a proper and reasonable basis. In the event of charging Category 2 disbursements the following items of expenditure are recharged on the basis specified:

Mileage is recharged at £1.00 per mile

Postage Charges are made as follows:

- Normal letters
- 1st class - £1.20
- 2nd class - £1.10
- Airmail - £2.00
- Other: According to size and weight

Photocopying is recharged at 25p per sheet

Internal room hire is charged at £100 per meeting

Professional Advisers

Details of any professional advisors used will be given in reports to creditors. Unless otherwise indicated the fee arrangement for each is based on hourly charge out rates, which are reviewed on a regular basis, together with the recovery or relevant disbursements. The choice of professional advisors is based around a number of factors including, but not restricted to, their expertise in a particular field, the complexity or otherwise of the assignment and their geographic location.

Code of Ethics

As liquidator I am bound by the Insolvency Code of Ethics when carrying out all professional work relating to the liquidation. This Code sets out fundamental principles dealing with requirements for integrity, objectivity, professional competence and due care, confidentiality and professional behaviour. A copy of the Code can be found on the Insolvency Service website (www.gov.uk – search for “Insolvency Code of Ethics”). I shall be happy to deal with any queries that you might have in this regard.

Insurance

DS Insolvency Ltd t/a DSI Business Recovery have professional indemnity insurance with Aqueous Management Ltd.

Complaints

Complaints can be made by contacting Simon Weir at The Firm's trading premises or by email at simon@dsinsol.com. In the event of your not being satisfied by our response, you may also bring the matter to the attention of the Insolvency Practitioners Association, Valiant House, 4-10, Heneage Lane, London, EC3A 5DQ.