

Insolvency Practitioners Direct Limited (t/as "ipd")

Remuneration and Disbursement Schedule

Effective from 1 January 2026

Remuneration

A resolution will be proposed to or has already been approved by shareholders and/or creditors for the office holder's remuneration to be fixed on a certain basis. This basis may be a fixed fee, a percentage of the asset realisations, on a time cost basis subject to a cap, or a combination of these. This remuneration is to be paid as and when funds become available.

If the basis is on a time cost basis, this is by reference to the time properly given by the office holder and their staff in attending to matters arising in the conduct of the case, at the time cost rates of ipd applicable from time to time, including time given by the office holder and their staff before the case commenced. Such time cost rates are periodically reviewed and may be changed, generally in January or July each year, but changes may be made at any time at the office holder's discretion. Notification of changes will be published on the office holder's website at <https://www.ipd-uk.com/useful-stuff/>.

Time is charged to the case in minutes spent on tasks per case. Time cost rates per hour effective from the above date, per grade of staff, are:

Staff	£ <i>Standard</i>	£ <i>Complex</i>
Director	300	405
Senior Manager	245	330
Manager	210	285
Senior Administrator	180	245
Administrator	145	195
Support/Cashier	110	145

Expenses and Disbursements

This firm may incur expenses and disbursements on behalf of a case. Expenses are normally costs for services provided by agents, professional advisors, subcontractors or other third parties who are not Associates of this Firm or the Office Holder and will be charged directly to the case as appropriate. The choice of agents, professional advisors or subcontractors is based on the perception of their experience and ability to perform this type of work and the complexity and nature of the assignment.

If disbursements are initially incurred by this Firm on behalf of the case, these will then be recharged back to the case after obtaining the appropriate authority from shareholders and/or creditors. Reports to creditors/shareholders will provide a breakdown of the category of disbursements that have been incurred, and which have been or will be recharged.

Statement of Insolvency Practice 9 states that disbursements should be divided into two categories:

Category 1

Category 1 disbursements are recoverable from a case without prior approval from shareholders or creditors. These disbursements will generally comprise external supplies, from parties that are not Associates of this Firm or the Office Holder, of incidental services specifically identifiable to the case, e.g. identifiable postage and case advertising, together with travel (except mileage claims) and properly reimbursed expenses incurred by personnel in connection with the case. Also included will be services specific to the case where these cannot practically be provided internally such as specialist advisors or sub-contractors, external printing, external room hire and document storage.

This firm classes the following as Category 1 disbursements where these are directly attributable to a case:

- Postage costs for bulk communication/reports issued;
- Statutory and other insurance costs;
- Statutory and other advertising costs;
- Room hire for case-specific meetings;

- The fees and expenses of specialist agents, professional advisors, subcontractors or other third parties who are not Associates of this Firm or the Office Holder including (but not limited to) asset, tax, employee, legal and other advisors/agents;
- Staff expenses incurred which are directly attributable to the case;
- Storage costs including:
 - scheduling company records if carried out by an archive agent;
 - monthly storage charge per box;
 - the cost of retrieval/collection of boxed records;
 - supply of archive boxes;
 - destruction of records per box;
 - permanent withdrawal from storage per box.
- Company search costs;
- Other search costs (e.g. HM Land Registry, Anti-Money Laundering checks and Identification verification);
- All travel costs (except for mileage claims); and
- Other external expenses not defined above, but which are directly attributable to a case.

This firm does not add any profit element to Category 1 disbursements when recharging them to a case.

Category 2

Where it is proposed to recover costs which may, whilst being in the nature of expenses or disbursements, include a profit element or elements of shared or allocated costs, or are provided by an Associate of this Firm or the Office Holder that would otherwise be classed as Category 1 expenses, they should be identified and subject to approval by shareholders and/or creditors. If the Office Holder wishes to make a separate charge for expenses in this second category, they may do so provided that:

- such expenses are directly incurred in respect of the case and there is a reasonable method of calculation and allocation; and
- the basis of the proposed charge is disclosed and is authorised by those responsible for approving the office holder's remuneration.

This firm classes the following as Category 2 expenses:

- Any costs that would otherwise be classed as Category 1 that are incurred by a party which is an Associate of this Firm or the Office Holder and which are charged to the case;
- Fuel-related travelling/mileage expenses at the current HM Revenue & Customs mileage rates when directly attributable to a case;
- Physical reports and bulk communications to creditors/debtors are charged at 25 pence per A4 sheet and 35 pence per A3 sheet in respect of copying and stationery costs;
- Envelopes in respect of the above are charged at 20 pence per DL envelope, 25 pence per C5 envelope and 30 pence per C4 envelope;

This firm does not make any charge for routine telephone costs or for the cost of day-to-day correspondence produced in the administration of a case.

All Category 1 and 2 disbursements are subject to VAT where applicable.

NOTE:

The above will also apply in respect of any client work undertaken by Insolvency Practitioners Direct Limited in accordance with an agreed Letter of Engagement.