

Appendix D

Fees and Disbursements

A schedule of Peter Hall's charge out rates effective from the 1 January 2010 is as follows:-

Time incurred by	Rate per hour £	
	To 30/11/2010	From 01/12/2010
Insolvency Practitioner /Director	£250	£250
Insolvency Manager	£175	£175
Senior Administrator	N/A	£160
Administrator	£110	£110
Junior	£75	£75

The charge-out rates are subject to periodic reviews and change.

Please be advised that the minimum unit of time recorded is 6 minutes.

Disbursements

There are two types of disbursements; direct disbursements (known as category one) and indirect disbursements (known as category two).

Category one disbursements do not require approval by creditors. Typically, these include external supplies of incidental services specifically identifiable to the case, such as postage, advertising, invoiced travel and external printing, room hire, insolvency bond and document storage. Also chargeable will be any properly reimbursed expenses incurred by personnel in connection with the case.

Category two disbursements do require creditor approval and include elements of shared or allocated costs. This firm does not charge these types of disbursements to the case.

Appendix D

Standard activity	Examples of work
Administration and planning	Case planning Administrative set up Appointment notification Maintenance of records Statutory reporting Annual and internal reviews
Investigations	SIP 2 review Investigating antecedent transactions
Realisation of assets	Identifying, securing, insuring assets Retention of title Debt collection Property, business and asset sales
Trading	Management of operations Accounting for trading On-going employee issues
Creditors	Communication with creditors Creditors' claims (including employees' and other preferential creditors')