

**CMB PARTNERS UK LIMITED**  
**CHARGE OUT RATES & POLICY REGARDING THE RECHARGE OF EXPENSE RECOVERY**  
**PURSUANT TO STATEMENT OF INSOLVENCY PRACTICE 9**

**1 STAFF ALLOCATION AND THE USE OF SUB-CONTRACTORS**

The general approach to resourcing our assignments is to allocate staff with the skills and experience to meet the specific requirements of the case.

The constitution of the case team will usually consist of a Partner, a Manager, and an Administrator or Assistant. The exact constitution of the case team will depend on the anticipated size and complexity of the assignment and the experience requirements of the assignment.

We are not proposing to utilise the services of any sub-contractors in this case.

**2 CHARGE-OUT RATES**

Where the approved basis of remuneration is on a time cost basis, work undertaken on cases is recorded in 6 minute units in an electronic time recording system. Time properly incurred on cases is charged at the hourly rate of the grade of staff undertaking the work that applies at the time the work is done. Details of charge-out rates effective from 1 June 2022 are as follows:

| <b>Staff</b>                     | <b>(per hour)</b> |
|----------------------------------|-------------------|
| Director/Insolvency Practitioner | £400 - £500       |
| Senior Manager/Manager           | £350 - £395       |
| Senior Administrator             | £275 - £345       |
| Administrator                    | £155 - £250       |
| Cashier/Support                  | £100 - £150       |

Time is charged to the cases in units of 6 minutes. The minimum unit used to charge time is 6 minutes. Please be advised that support staff time is charged to the case at the rate indicated.

**3 OFFICE HOLDER'S EXPENSES**

In accordance with Statement of Insolvency Practice 9 (SIP9) expenses are categorised as either Category 1 or Category 2.

Expenses are any payments from the estate which are neither an office holder's remuneration nor a distribution to a creditor or member. Expenses also includes disbursements. Disbursements are payments which are first met by the office holder, and then reimbursed to the office holder from the estate.

Expenses are divided into those that do not need approval before they are charged to the estate (Category 1 expenses) and those that do (Category 2 expenses).

**3.1 Category 1 Expenses**

These are payments to persons providing the service to which the expense relates who are not an associate of the office holder. Category 1 expenses can be paid without prior approval. Examples include; agent's costs for assisting in the disposal and realisation of assets, legal costs, specialist pensions advice, tax services or other routine expenses associated with an insolvency appointment such as statutory advertising costs.

**3.2 Category 2 Expenses**

These are payments to associates or which have an element of shared costs. Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration. Category 2 expenses require approval whether paid directly from the estate or as a disbursement.

It is this firm's policy that we do not seek to recover Category 2 expenses.