

HOURLY CHARGE-OUT RATES OF THE STAFF OF AMS BUSINESS RECOVERY AS AT 1 MARCH 2025

	Pre-1 August 2022	1 August 2022 to 31 October 2023	1 November 2023 to 28 February 2025
	£	£	£
Insolvency Practitioner	260.00	325.00	406.25
Manager	190.00	237.50	296.88
Associate	150.00	187.50	234.38
Administrator/Support Staff	130.00	162.50	203.13
Cashier	100.00	125.00	156.25

1 March 2025

Director	487.50
Insolvency Practitioner	487.50
Manager	356.26
Assistant Manager	281.26
Administrator	243.76
Cashier	187.50

Minimum charge-out will be in six minute units.

DISBURSEMENTS

Category 1 Disbursements (Approval not required)

These are costs where there is specific expenditure directly referable both to the appointment in question and a payment to an independent third party. Examples of equivalent costs that may be reimbursed to the office holders without up lift and do not require prior approval are given below:

Category	Basis of Charge
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment
Insurance of Assets	At cost in relation to asset coverage requirements
Company Searches	At cost incurred
Travel	All forms other than mileage at actual cost
Mileage	Mileage at HMRC's approved rate (45p per mile for cars and vans for the first 10,000 business miles and 25p for each mile over the next 10,000)
Room Hire	All external venues at actual cost
Stationery & Postage	At cost incurred
Storage Charge	At actual cost incurred for storage (and retrieval, when appropriate) of records
Bank Analysis Software	At cost incurred (17p per statement reviewed)

Category 2 Disbursements (Approval required)

These are costs that are directly referable to the appointment in question and either:

- (i) Include an element of shared or allocated cost and are based on a reasonable method of calculation, but which are not payable to an independent third party: or
- (ii) Are items of expenditure which are payable to an associate of the office holder and/or their firm.

Subcontractors

Details and the cost of any work which has been or is intended to be sub-contracted out that could otherwise be carried out by the office holder or his staff will be provided in any report which incorporates a request for approval of the basis upon which remuneration may be charged.

Professional Advisors

Details of any professional advisor(s) 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.