

Expenses Recovery Policy

Category 1 expenses

Bordereau/insurance	Charged at cost
Case Advertising	As per advertisers/agents invoice
Courier	Charged at cost
Insolvency Services IVA registration fee (in relevant cases)	Charged at cost
Room hire	External room hire at cost
Land Registry/searches	As per Land Registry, agents or Companies House invoice
Postage	Based on current postal charges. All outgoing Circulars to be logged and recorded by case.
Post re-direction	Charged at cost
Subsistence	If charged, at cost
Stationery	If charged, at cost
External Storage of Company Records	Charged at cost, currently £5.59 per box p.a.
Retrieval of Company Records	Charged at cost, currently £9.35 per box
Secure & Confidential Destruction of Company Records	Charged at cost, currently £4.95 per box

Category 2 expenses

PEM do not charge any category 2 expenses.

Charge-out rates

In the event that the Officeholder is authorised to charge fees on a time costs basis, the current hourly rates, subject to periodic review, and chargeable in six minutes units are as follows:

a) Partner	£578.00
b) Director	£512.00
c) Senior Manager	£400.00
c) Manager	£330.00
d) Assistant Manager	£300.00
e) Administrators	£200 to £240
f) Insolvency assistant	£154.00

PEM

Salisbury House
Station Road
Cambridge CB1 2LA

t. +44 (0)1223 728222
e. hello@pem.co.uk

pem.co.uk



1875 Accounting Limited t/a PEM.
A full list of Partners can be found on our website.

Company Registered Number: 17014349
Registered Office Address: Salisbury House, Station Road, Cambridge, United Kingdom, CB1 2LA
Country of Registration: England

Regulated for a range of accounting and investment business activities in the UK by the Institute of Chartered Accountants in England and Wales. PEM Insolvency Practitioners are licensed to act in the UK by the Insolvency Practitioners Association and when acting as receiver or administrator contract without personal liability.