Historic Charge Out Rates & Expenses

Historic Charge Out Rates

All our cases are led by Licensed Insolvency Practitioners, who are responsible for case strategy. Other members of staff are assigned on the basis of experience and specific skills to match the needs of the case, and the rate applied to work undertaken reflects the experience of the individual required for that task.

Set out below are the charge-out rates per hour, exclusive of VAT, for the grades of staff employed within Arafino for each period in which they applied:

Grade of Staff	1 November 2026 to date (current)	12 November 2024 to 31 October 2026
Director	£545.00	£495.00
Associate Director	£490.00	£445.00
Senior Manager	£435.00	£395.00
Manager	£360.00	£325.00
Assistant Manager	£315.00	£285.00
Senior Administrator	£260.00	£235.00
Administrator	£205.00	£185.00
Assistant Administrator	£165.00	£150.00
Case Accountant / Support Staff	£130.00	£115.00

Work undertaken 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 applied at the time the work was done. Cases that are considered complex in nature are subject to a 25% increase on the rates applicable in the relevant period. A full explanation of why a case is considered to be complex is provided to creditors at the point fee approval is requested.

The time of support staff and executive assistants is not charged to a case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken. Any material change to the rates applicable during the period of an assignment is notified to creditors as part of the normal fee reporting procedures.

2. Historic Expenses Charging Rates

Expenses are any payments from the insolvency estate which are neither an office holder's remuneration nor a distribution to a creditor or a member. Expenses also include disbursements, which are payments 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) and those that do (Category 2). Set out below are the expenses charged by Arafino and the period during which each basis of charge has applied.

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.

Category 1 Expense	Basis of Charge	Period Applicable
Professional Advice e.g. costs of solicitors, agents & valuers, pensions advisors, employment specialists etc	Typically on a time costs or fixed fee basis – the basis of charge is agreed by the office holder so as to represent best value and is provided in reports to creditors. 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.	12 November 2024 to date
Statutory & other Advertising	At cost incurred	12 November 2024 to date
Anti-Money Laundering Identity Verification	£12.50 per person or more depending on the complexity of the searches required	12 November 2024 to date
Indemnity Bond	At cost of mandatory cover required in accordance with the Insolvency Act 1986 for each appointment	12 November 2024 to date

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Category 1 Expense	Basis of Charge	Period Applicable
Insurance of assets	At cost in relation to asset coverage requirements	12 November 2024 to date
Open Banking, Accounting and Data storage costs of external provider	At cost incurred	12 November 2024 to date
Travel	All forms other than mileage at actual cost	12 November 2024 to date
Room Hire	All external venues at actual cost	12 November 2024 to date
Record Listing, Storage & Retrieval	At cost incurred	12 November 2024 to date
Printing & Postage costs of external provider	At cost incurred	12 November 2024 to date
Virtual Meeting Platform	At cost incurred	12 November 2024 to date

Category 2 Expenses

These are payments to associates or which have an element of shared or allocated costs (for example, travel costs incurred to deal with more than one case, which are apportioned to each relevant matter). Before being paid, Category 2 expenses require approval in the same manner as an office holder's remuneration. The term associate is defined in the insolvency legislation; additionally, SIP 9 directs that where a reasonable and informed third party might consider there would be an association, payments should be treated as if they are being made to an associate.

Category 2 Expense	Cost	Period Applicable
Mileage incurred as a result of necessary travel as per HMRC's approved rate (per mile)	£0.45	12 November 2024 to date

3. VAT

With the exception of Individual Voluntary Arrangements and Company Voluntary Arrangements, which are VAT exempt, the office holders' remuneration and expenses invoiced to the insolvency estate are subject to VAT at the rate prevailing at the time.

4. Creditors' Rights

Information about creditors' rights can be obtained by visiting the Association of Business Recovery Professionals (R3) at https://www.r3.org.uk/technical-library/england-wales/technical-guidance/creditor-guides/. This includes details about how an office holder's fees may be approved for each case type and the challenges that are available. Alternatively, hard copies of these documents may be requested free of charge from Arafino's registered office.