

## Supplement to – ‘A Creditors Guide to Insolvency Practitioners Fees’

In accordance with Statement of Insolvency Practice 9 we detail our charge out rates and expenses / disbursements policy applicable on all cases from 1st September 2025.

### Gibson Booth Charging Expenses / Disbursement Recovery Policy

Fees are charged on a time costs plus expenses / disbursements basis as follows:

#### Hourly Charge Out Rates

The rates depend on the complexity of the case.

Director/Partner	£495
Manager	£425
Senior Case Administrator	£360
Assistant/Support Staff	£160 - £265

The office holder(s) will seek approval from creditors to draw remuneration on a time cost basis, in accordance with the rates detailed above via a Decision Procedure.

In addition the office holder(s) may, on occasion, utilise the services of specialists in Accountancy, Company Tax, VAT or Pensions who will charge an hourly rate when the office holder requires their advice.

In common with all professional firms, our charge out rates increase from time to time. We reserve the right to change the rates without prior notice to you. Any change will be reported in the next statutory report to creditors.

The cashier's department only charge time which is specifically spent on a case in hand, dealing with matters arising on that case.

Time is recorded in 6 minute units.

#### Rechargeable Expenses / Disbursements

The firm also charges the following NOT charged by third parties. (SIP9 category 2 expenses / disbursements) as follows:

Photocopying/Printing	18p per copy
Motor Cars	
< 10,000 miles	45/60p per mile (over 2000cc)
> 10,000 miles	25p per mile
Additional passenger per person	5p per mile
Mileage Bicycle at	20p per mile
Mileage Motorcycle at	24p per mile
Storage Boxes Cost	£ 3.00 per box
USB Sticks	£15 each
Postage	Postwoks/Royal Mail Rate

The office holder(s) will seek approval from creditors to draw these expenses / disbursements via a Decision Procedure.