

Individual Voluntary Arrangements - Disbursements Policy

Where expenses are incurred directly related to a particular insolvency case these are re-charged to the case at cost as they are incurred. Typical disbursements incurred in Individual Voluntary Arrangements administered by Bennett Jones Insolvency (BJI) are:

Statutory Insurance Bond	An insurance bond required by law to be obtained for each IVA immediately following the IVA being approved.
Insolvency Service Registration	A statutory fee payable to the Insolvency Service to register each IVA with the Insolvency Service immediately following approval of an IVA
Land Registry Search	Fee payable to H M Land Registry to provide details of the title to a property and any charges to lenders or others which may be registered against the property.
Land Registry Restriction	Fee payable to H M Land Registry to note the interest of the IVA Supervisor on the title to a property after an IVA has been approved to enable the IVA Supervisor to receive notice of any dealings with the property during the term of the IVA.
Courier Fee	Fee paid for the collection of documents including documents required by the insolvency practitioner to verify financial information before reporting to creditors concerning a client's proposal for an IVA.
PPI Review Fee	Fee paid to a Claims Management Company to review a client's credit history and advise whether the client has potential claims for recovery of compensation for mis-sold payment protection insurance.
Software Licence Fee	Fee payable to use case management software designed specifically for the management and administration of IVAs administered by BJI.
Software Maintenance Fee	Fee payable for software support including generic and bespoke upgrades and amendments to improve operational efficiencies and ensure ongoing compliance with statutory and regulatory obligations
Postage printing and copying	Chargeable where an external provider is engaged to provide these services.
Storage	Fees payable for physical and electronic storage of IVA documents to assist with the efficient administration of IVAs and to comply with regulatory obligations to store and maintain records of IVAs.
Credit Check	Fee payable to obtain a report of a debtor's credit commitments and credit history which is used to verify

	the creditors of a client and the amounts owed.
Anti Money Laundering	Fee payable to verify the identity of a client

From time to time additional disbursements may be incurred depending on the circumstances of a particular case. For example it may on occasions be necessary to engage the services of a mortgage broker to advise on the amount an individual may be able to realise by remortgage or secured loan to realise equity in a property included in an IVA.