

## PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR KINGSBRIDGE CORPORATE SOLUTIONS

The following information is designed to draw the attention of interested parties to the information required to be disclosed by the Provision of Services Regulations 2009.

### Licensing Body

Sarah Louise Burge is licensed to act as an Insolvency Practitioner in the United Kingdom by the Insolvency Practitioners Association.

Sarah Louise Burge ACA is a member of The Institute of Chartered Accountants in England and Wales.

### Rules Governing Actions

All Insolvency Practitioners (“IPs”) are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional body that licences Sarah Louise Burge can be found at [www.insolvency-practitioners.org.uk/regulation-and-guidance/regulation-and-guidance](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/regulation-and-guidance). In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at [www.insolvency-practitioners.org.uk/regulation-and-guidance/sips](http://www.insolvency-practitioners.org.uk/regulation-and-guidance/sips).

### Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found at <https://insolvency-practitioners.org.uk/wp-content/uploads/2020/08/IPA-Code-of-Ethics.pdf>

### Complaints

At Kingsbridge Corporate Solutions we always strive to provide a professional and efficient service. However, we recognise that it is in the nature of insolvency proceedings for disputes to arise from time to time. As such, should you have any comments or complaints regarding the administration of a particular case then in the first instance you should contact the IP acting as office holder.

If you consider that the IP has not dealt with your comments or complaint appropriately you should then put details of your concerns in writing to our complaints officer, Liam Cotter, at 1st Floor, Lowgate House, Lowgate, Hull HU1 1EL. This will then formally invoke our complaints procedure and we will endeavour to deal with your complaint under the supervision of a director unconnected with the appointment.

Most disputes can be resolved amicably either through the provision of further information or following negotiations. However, in the event that you have exhausted our complaints procedure and you are not satisfied that your complaint has been resolved or dealt with appropriately, you may complain to the regulatory body that licences the insolvency practitioner concerned. Any such complaints should be addressed to The Insolvency Service, IP Complaints, 3rd Floor, 1 City Walk, Leeds, LS11 9DA, and you can make a submission using an on-line form available at [www.gov.uk/complain-about-insolvency-practitioner](http://www.gov.uk/complain-about-insolvency-practitioner) ; or you can email [insolvency.enquiryline@insolvency.gov.uk](mailto:insolvency.enquiryline@insolvency.gov.uk); or you may phone 0300 678 0015. Information on the call charges that apply is available at [www.gov.uk/call-charges](http://www.gov.uk/call-charges).

### Professional Indemnity Insurance

Kingsbridge Corporate Solutions' Professional Indemnity Insurance is provided by ARAG Plc, for and on behalf of HDI Global Speciality SE C/o Reynolds Colman Bradley LLP, Bury House, Bury Street, London, EC3A 5AR. This professional indemnity insurance provides worldwide coverage excluding USA or Canada.

### VAT

Kingsbridge Corporate Solutions is registered for VAT under registration number 173 9576 63.