

## PROVISION OF SERVICES REGULATIONS SUMMARY SHEET FOR LIVE RECOVERIES

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

Martin Paul Halligan & David Leighton Cockshott are licensed to act as Insolvency Practitioners in the United Kingdom by the Association of Chartered Certified Accountants and the Insolvency Practitioners' Association, respectively.

Martin Paul Halligan is a member of The Association of Chartered Certified Accountants

David Leighton Cockshott is a member of The Insolvency Practitioners' Association

### Rules Governing Actions

All IPs are bound by the rules of their professional body, including any that relate specifically to insolvency. The rules of the professional bodies that licence the IP's of Live Recoveries can be found at <http://www.insolvency-practitioners.org.uk/>. In addition, IPs are bound by the Statements of Insolvency Practice (SIPs), details of which can be found at <https://www.r3.org.uk/what-we-do/publications/professional/statements-of-insolvency-practice>.

### Ethics

All IPs are required to comply with the Insolvency Code of Ethics and a copy of the Code can be found on our website [www.liverecoveries.com](http://www.liverecoveries.com).

### Professional Indemnity Insurance

Live Recoveries' Professional Indemnity Insurance is provided by Hiscox Insurance Company Limited, of 1 Great St Helen's London, EC3A 6HX. This professional indemnity insurance provides worldwide coverage, excluding professional business carried out from an office in the United States of America or Canada, and any action for a claim brought in any court in the United States of America or Canada.

### VAT

Live Recoveries is registered for VAT under registration no.123 7105 50.

### Bribery Act 2010

Live Recoveries is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on Live Recoveries' behalf is responsible for maintaining our reputation and for conducting company business honestly and professionally.

Live Recoveries take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate.

Live Recoveries requires all those who are associated with it to observe the highest standards of impartiality, integrity and objectivity.

Live Recoveries prohibits anyone acting on its behalf from:

- bribing another person. A bribe includes the offering, promising or giving of any financial or other type of advantage;
- accepting a bribe. This includes requesting, agreeing to receive or accepting any financial, or another kind of advantage;
- bribing a foreign public official; and
- condoning the offering or acceptance of bribes.

Live Recoveries will:

- avoid doing business with others who do not accept our values and who may harm our reputation;
- maintain processes, procedures and records that limit the risk of direct or indirect bribery;
- promote awareness of this policy amongst its staff, those acting on its behalf and entities with which it has any commercial dealings;
- investigate all instances of alleged bribery, and will assist the police, and other authorities when appropriate, in any resultant prosecutions. In addition, disciplinary action will be considered against individual members of staff;
- review this policy regularly and update it when necessary.