



The Insolvency  
Service

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**DEAR INSOLVENCY PRACTITIONER**  
**Issue 108 – August 2020**

Message from the Insolvency Service

Dear Reader

Please find enclosed the latest updates from the Insolvency Service.

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## **27) Upload a document to Companies House – All Insolvency Filings**

Following previous communications in Dear IP about a new digital service allowing certain documents to be directly uploaded, Companies House is now pleased to confirm that users will be able to upload all statutory insolvency documents using the ‘Upload a document to Companies House’ service from Tuesday 1 September.

The service will run in parallel with the current email filing service for a short period, however Companies House plans to decommission the email system on Friday 11 September. From this date insolvency practitioners will need to use the “Upload a document to Companies House” service.

To access the upload service for the first time, insolvency practitioners will need to do the following:

- Firstly, if practitioners have not already done so, they will need to register for a Companies House Service (CHS) account. Practitioners can register for a CHS account [here](#).
- Practitioners must ensure that the username provided matches the email address provided to Companies House by the Insolvency Service otherwise they will not be able to use the uploading service to submit insolvency documents.
- Once practitioners have registered and activated a CHS account, they will then be able to access the uploading service [here](#).
- Once signed into the service, providing the username matches the email Companies House has been provided with, insolvency practitioners will be able to access the insolvency part of the system. Practitioners will then be able to choose the relevant insolvency type (for example, liquidation, company voluntary arrangement etc.) and then select the appropriate completed document for submission.
- The system is only designed for the submission of PDFs. Therefore, to submit a document, practitioners will need to save it and convert it to a PDF.
- Further guidance is available [here](#).

Companies House respectfully requests that practitioners do not submit the same documents in both the upload and email services. This results in duplication of work and contributes to processing delays.

Companies House thanks insolvency practitioners for their continued support.

## **28) HMRC - Enforcement & Insolvency Services (EIS) Edinburgh**

EIS, Edinburgh, are refreshing the list from which they nominate insolvency practitioners as interim liquidators in Scottish liquidations. Such insolvency practitioners may also be asked to accept nominations as provisional liquidators, interim trustees, and other appointments e.g. as administrators. Insolvency practitioners may also be asked to carry out preliminary investigative work from time to time.

This refers only to proceedings instigated by EIS Edinburgh and not other areas of HMRC, such as the Fraud Investigation Service.

It is expected that insolvency practitioners will recover fees, outlays and disbursements where there are sufficient assets. Where there are insufficient funds to cover reasonable insolvency practitioner fees, outlays and disbursements, HMRC will pay the outstanding amount up to a maximum of £5000 + VAT per appointment.

When additional funding over £5000 is required, requests will continue to be considered on a case by case basis. Such requests should be emailed to [IPFundingcontact@hmrc.gov.uk](mailto:IPFundingcontact@hmrc.gov.uk).

Fees for other cases, e.g. administrations and provisional liquidations, will be negotiated on a case by case basis.

The insolvency practitioner should be able to demonstrate that if the interlocutor is received before noon, they or a suitable member of their direct staff are able to secure assets the same day. If received after noon, assets should be secured before noon the following day. For businesses in outlying areas, such as the Highlands and Islands, an additional 24 hours will be accepted.

If any insolvency practitioner wishes to be considered for nomination, please email a request on headed paper to [ipso@hmrc.gov.uk](mailto:ipso@hmrc.gov.uk). Practitioners should also specify the Sherifdoms in which they are able to accept appointments.