



# How to add new Statutory Charge Categories to your Apex RMS system.

Please read fully before you begin, if you have any problems, call  
Apex Support Team During office hours on +44 (0)203 195 6757

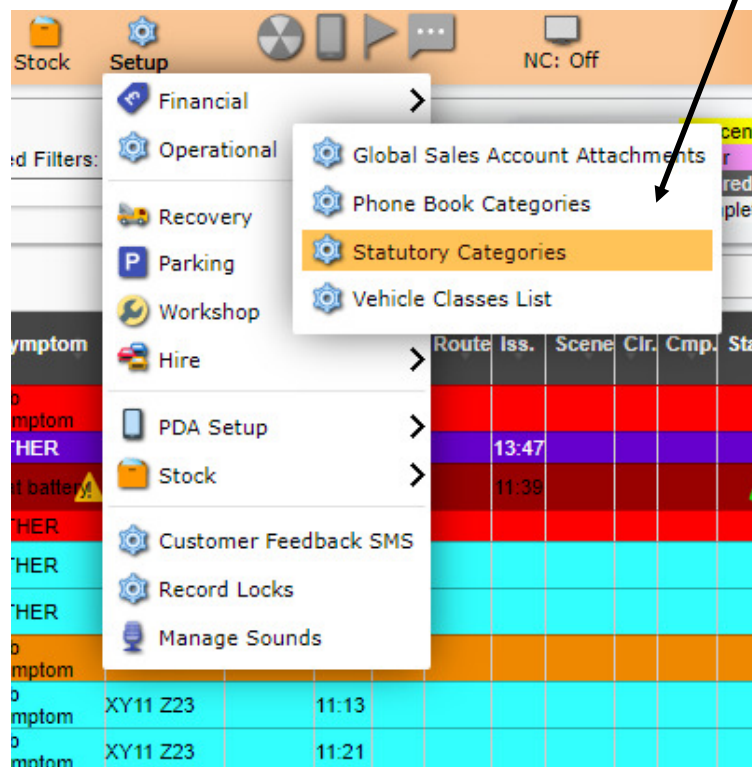
Option 1.

# New Statutory Fees will apply from 6th April 2023.

This guide will help you through the stages to amend the Statutory Charges in your Apex RMS system.

Although the charges will increase, the Classes of Vehicles and the Scenario's will remain the same.

You will find the Statutory Charge Categories in your RMS system in your Recovery Screen by hovering over the "Setup" icon, then from the dropdown list, go to "Operational" and then "Statutory Categories"



Here you will see your Statutory Charge Categories List.  
 This can be printed off by clicking on the “Print Category List”  
 button on the bottom right corner of the list.  
 Printing off this list will be helpful as you add your new charges.

### Statutory Category List



<b>A1</b>	On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t
<b>A2</b>	On road, upright, not substantially damaged. 3.5t-7.5t
<b>A3</b>	On road, upright, not substantially damaged. >7.5t-18t
<b>A4</b>	On road, upright, not substantially damaged. >18t
<b>B1</b>	On road, not upright or substantially damaged <3.5t
<b>B2</b>	On road, not upright, or substantially damaged. 3.5t-7.5t
<b>B3L</b>	On road, not upright, or substantially damaged, Laden. >7.5t-18t
<b>B3U</b>	On road, not upright, or substantially damaged, Unladen. >7.5t-18t
<b>B4L</b>	On road, not upright, or substantially damaged, Laden. >18t
<b>B4U</b>	On road, not upright, or substantially damaged, Unladen. >18t
<b>C1</b>	Off road, upright, not substantially damaged. <3.5t
<b>C2</b>	Off road, upright, not substantially damaged. 3.5t-7.5t
<b>C3L</b>	Off road, upright, not substantially damaged, Laden. >7.5t-18t
<b>C3U</b>	Off road, upright, not substantially damaged, Unladen. >7.5t-18t
<b>C4L</b>	Off road, upright, not substantially damaged, Laden. >18t
<b>C4U</b>	Off road, upright, not substantially damaged, Unladen. >18t
<b>D1</b>	Off road, not upright or substantially damaged <3.5t
<b>D2</b>	Off road, not upright or substantially damaged. >3.5t-7.5t
<b>D3L</b>	Off road, not upright or substantially damaged, Laden. >3.5t-7.5t
<b>D3U</b>	Off road, not upright or substantially damaged, Unladen >7.5t-18t
<b>D4L</b>	Off road, not upright or substantially damaged, Laden. >18t
<b>D4U</b>	Off road, not upright or substantially damaged, Unladen. >18t
<b>MB</b>	Any two wheeled vehicle regardless of condition or position
<b>TX1</b>	NO TAX BEFORE 24 HRS
<b>TX2</b>	NO TAX AFTER 24 HRS

This list gives you three important pieces of information, firstly it gives you the “Code”. This is a 3 digit Code that must be unique for each line. If you try to use a Code that is already being used, the system will flag a conflict.

**Duplicate Found**
✖

A statutory charge category with this code already exists in the database. Please choose another one and try again

OK

### Statutory Category List



A1	On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t
A2	On road, upright, not substantially damaged. 3.5t-7.5t
A3	On road, upright, not substantially damaged. >7.5t-18t
A4	On road, upright, not substantially damaged. >18t
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B2	On road, not upright, or substantially damaged. 3.5t-7.5t
B3L	On road, not upright, or substantially damaged, Laden. >7.5t-18t
B3U	On road, not upright, or substantially damaged, Unladen. >7.5t-18t
B4L	On road, not upright, or substantially damaged, Laden. >18t
B4U	On road, not upright, or substantially damaged, Unladen. >18t
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D3L	Off road, not upright or substantially damaged, Laden. >3.5t-7.5t
D3U	Off road, not upright or substantially damaged, Unladen >7.5t-18t
D4L	Off road, not upright or substantially damaged, Laden. >18t
D4U	Off road, not upright or substantially damaged, Unladen. >18t
MB	Any two wheeled vehicle regardless of condition or position
TX1	NO TAX BEFORE 24 HRS
TX2	NO TAX AFTER 24 HRS

Printed by mark on 03/06/23

The Codes are the only part of the Charge List that need to be unique.

## Statutory Category List



A1	On road, upright, not substantially damaged, or any two wheeled vehicle	<3.5t
A2	On road, upright, not substantially damaged.	3.5t-7.5t
A3	On road, upright, not substantially damaged.	>7.5t-18t
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D4L	Off road, not upright or substantially damaged, Laden.	>18t
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MB	Any two wheeled vehicle regardless of condition or position	
TX1	NO TAX BEFORE 24 HRS	
TX2	NO TAX AFTER 24 HRS	

Printed by mark on 10/06/2023

The Scenario format along with the Vehicle Classes should remain the same as those already used.

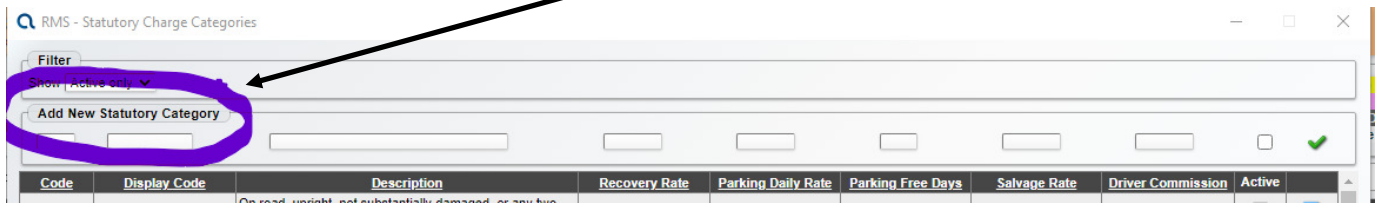
## Statutory Category List



A1	On road, upright, not substantially damaged, or any two wheeled vehicle.	<3.5t
A2	On road, upright, not substantially damaged.	3.5t-7.5t
A3	On road, upright, not substantially damaged.	>7.5t-18t
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B2	On road, not upright, or substantially damaged.	3.5t-7.5t
B3L	On road, not upright, or substantially damaged, Laden.	>7.5t-18t
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Printed by mark on 10/06/2023

At the top of the Statutory Charge Categories, there is a section marked “Add New Statutory Category”.

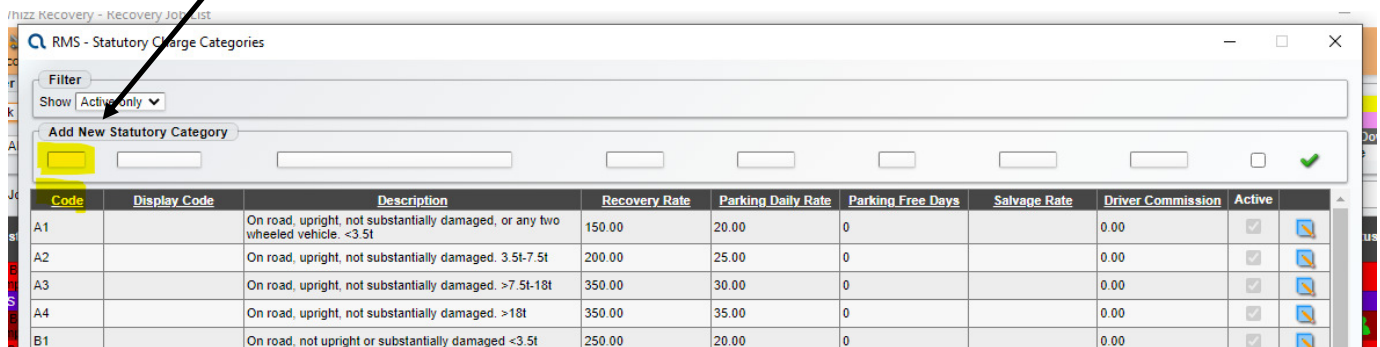


Filter  
Show Active only

Add New Statutory Category

Code	Display Code	Description	Recovery Rate	Parking Daily Rate	Parking Free Days	Salvage Rate	Driver Commission	Active
		On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t						

The first field is “Code”. Remember this needs to be a unique code of one, two or three digits, numbers and or letters.



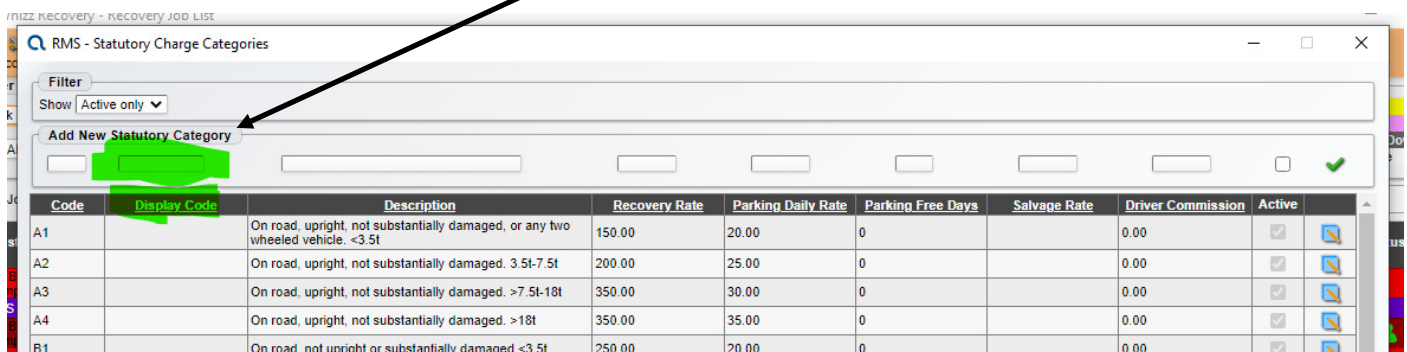
Filter  
Show Active only

Add New Statutory Category

Code	Display Code	Description	Recovery Rate	Parking Daily Rate	Parking Free Days	Salvage Rate	Driver Commission	Active
A1		On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t	150.00	20.00	0		0.00	<input checked="" type="checkbox"/>
A2		On road, upright, not substantially damaged. 3.5t-7.5t	200.00	25.00	0		0.00	<input checked="" type="checkbox"/>
A3		On road, upright, not substantially damaged. >7.5t-18t	350.00	30.00	0		0.00	<input checked="" type="checkbox"/>
A4		On road, upright, not substantially damaged. >18t	350.00	35.00	0		0.00	<input checked="" type="checkbox"/>
B1		On road, not upright or substantially damaged <3.5t	250.00	20.00	0		0.00	<input checked="" type="checkbox"/>

The next field is “Display Code”.

This is what shows on the Stat Code list when selected on a job.



Filter  
Show Active only

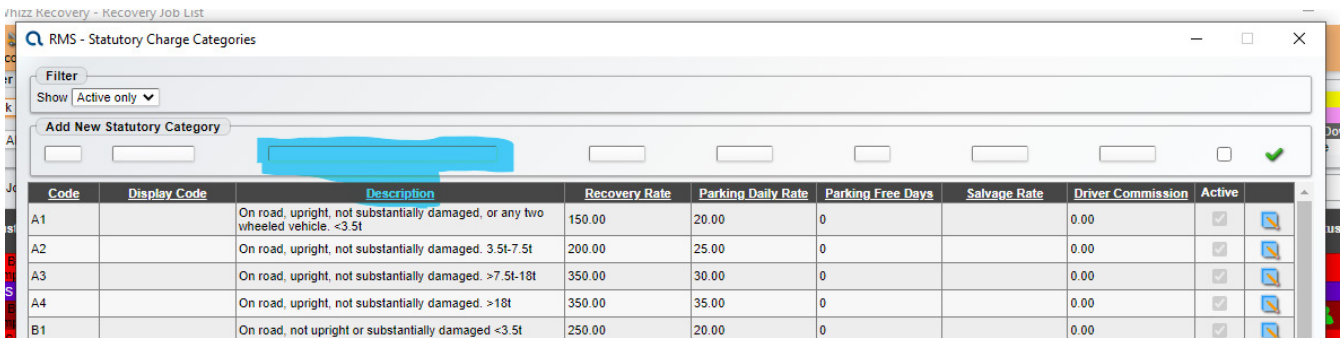
Add New Statutory Category

Code	Display Code	Description	Recovery Rate	Parking Daily Rate	Parking Free Days	Salvage Rate	Driver Commission	Active
A1		On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t	150.00	20.00	0		0.00	<input checked="" type="checkbox"/>
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A3		On road, upright, not substantially damaged. >7.5t-18t	350.00	30.00	0		0.00	<input checked="" type="checkbox"/>
A4		On road, upright, not substantially damaged. >18t	350.00	35.00	0		0.00	<input checked="" type="checkbox"/>
B1		On road, not upright or substantially damaged <3.5t	250.00	20.00	0		0.00	<input checked="" type="checkbox"/>



Next is “Description”, this shows the scenario that the vehicle is in, when recovered, along with the Vehicle Class of the vehicle to be recovered.

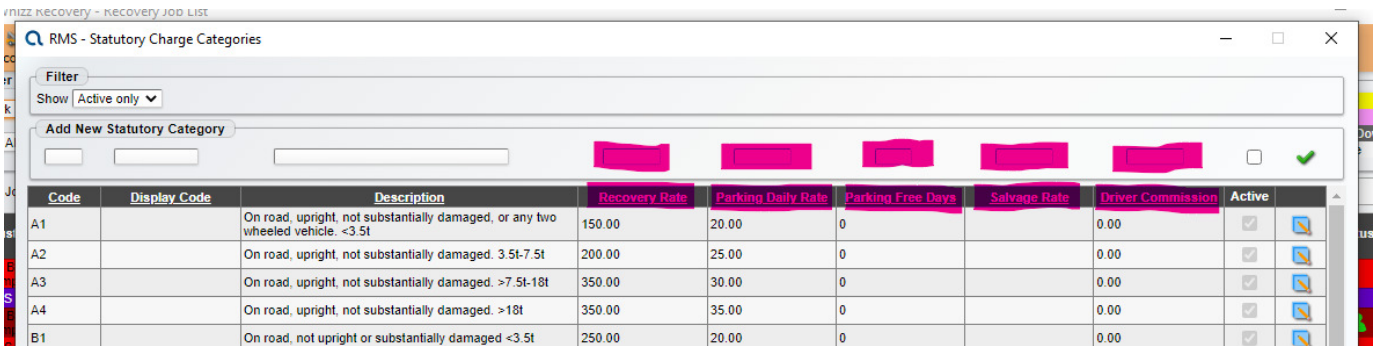
This needs to be the same as the original to save confusion.



Code	Display Code	Description	Recovery Rate	Parking Daily Rate	Parking Free Days	Salvage Rate	Driver Commission	Active
A1		On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t	150.00	20.00	0		0.00	<input checked="" type="checkbox"/>
A2		On road, upright, not substantially damaged. 3.5t-7.5t	200.00	25.00	0		0.00	<input checked="" type="checkbox"/>
A3		On road, upright, not substantially damaged. >7.5t-18t	350.00	30.00	0		0.00	<input checked="" type="checkbox"/>
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B1		On road, not upright or substantially damaged <3.5t	250.00	20.00	0		0.00	<input checked="" type="checkbox"/>

Here you can apply the relevant charges that apply to the new Stat Fee line that you are creating.

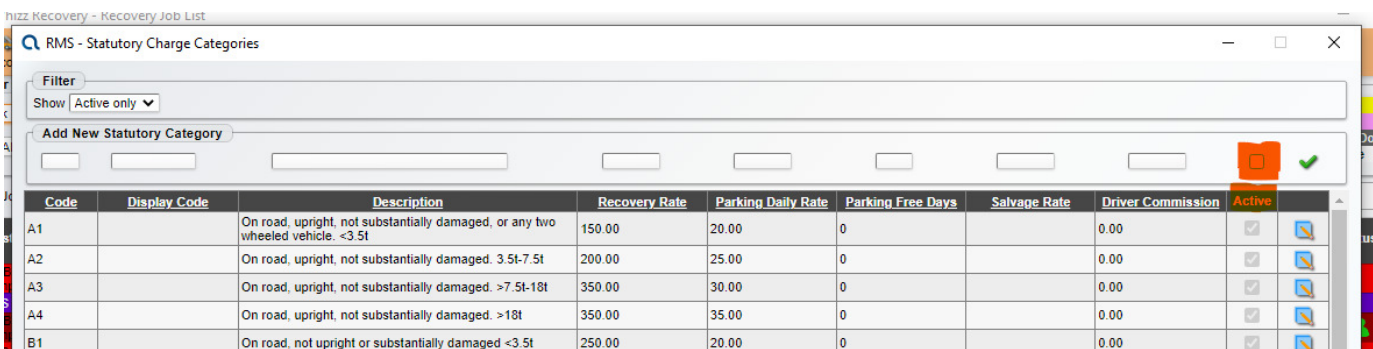
If there is no charge applicable, you need to add Zero 0.



Code	Display Code	Description	Recovery Rate	Parking Daily Rate	Parking Free Days	Salvage Rate	Driver Commission	Active
A1		On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t	150.00	20.00	0		0.00	<input checked="" type="checkbox"/>
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A4		On road, upright, not substantially damaged. >18t	350.00	35.00	0		0.00	<input checked="" type="checkbox"/>
B1		On road, not upright or substantially damaged <3.5t	250.00	20.00	0		0.00	<input checked="" type="checkbox"/>

When you have completed each line of information, click the “Active” box and confirm with the Green Tick at the end.

That is now complete and ready for you to use.



Code	Display Code	Description	Recovery Rate	Parking Daily Rate	Parking Free Days	Salvage Rate	Driver Commission	Active
A1		On road, upright, not substantially damaged, or any two wheeled vehicle. <3.5t	150.00	20.00	0		0.00	<input checked="" type="checkbox"/>
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B1		On road, not upright or substantially damaged <3.5t	250.00	20.00	0		0.00	<input checked="" type="checkbox"/>

Both sets of Rates, the original and the new ones can be used side by side, allowing you to select the correct fee depending on when the vehicle was recovered.

Please ensure that whoever in your company deals with Statutory Fee invoicing (if done through RMS) are aware of the changes.

Updates on all of the fee changes can be found by clicking the link below, or copying and pasting into your web browser.

<https://www.legislation.gov.uk/ukxi/2023/331/made?view=plain>