

Church House SIPP - Fee Schedule

Single Fees

Establishment ¹	£445 per fund
Additional Trustee ²	£210 per trustee
Pension Fund Withdrawal Illustration	£130 each
Pension Fund Withdrawal Set Up	£190 per fund
Benefit Crystallisation Event Valuation ³	£10 per holding
Investment Manager Appointments	£130 per manager per fund
Property Purchase ⁴	£150 per hour
Property Trustee Company ⁵	£230 each
Registration for VAT.....	£250

Annual Fees

Administration ⁶	£445 per SIPP
Additional Bank Accounts ⁷	£120 per account
Property (including trustee company) ⁸	£185 per property
Completion of Annual Return ⁹	£80 per property company
VAT Return ¹⁰	£60 each
Pension Fund Withdrawal Payment (PFW) ¹¹	£190 per PFW fund
Assets (including investments) ¹²	Time charged

Transaction Fees

Pension Contributions ¹³	see note
In Specie Contributions	£ 150 per hour
Promissory Note or other Security Document.....	£150 per hour
Crest Investments (in our nominee & custodian) ¹⁴	£ 25 each
Crest Investments (in an outside nominee & custodian) ¹⁵	£ 85 each
Collective Investments (in our nominee & custodian) ¹⁴	£ 25 each
Collective Investments (in an outside nominee & custodian) ¹⁵	£ 85 each
All Other Administrative Services (including asset & property purchase)	£ 150 per hour
All Other Transactions	£ 150 per hour
Consultancy ¹⁶	Time cost plus disbursements £150 - £180 per hour

These fees are subject to annual review and the member will be provided with notice of any change.

Your attention is drawn to the notes overleaf which form part of this Fee Schedule.

Church House SIPP - Fee Schedule

Notes

- 1.) Establishment includes all the necessary work to create the arrangement and is payable once the fund is established. All cash contributions or transfers in made at this time will be FREE. If the SIPP is being transferred from another Pension Provider we reserve the right to levy transaction charges.
- 2.) For Deed of Appointment and record keeping.
- 3.) Where a crystallisation event occurs and a statutory quarter up valuation is required.
- 4.) The hourly rate will be that in force when the work is done. All rates are reviewed on the 1st of July in each year. Time records are available if required. Some clerical work will be at a lesser rate. Notice of any change will be communicated to you in writing 30 days before implementation.
- 5.) This is a fee charged by the lawyer or formation agent. The fee includes appointing the member, or his or her representative, as a director.
- 6.) Includes half-yearly reporting, statutory record keeping, issuing of monthly bank statements and reconciliations. If additional or interim reports are requested they will be provided and a fee charged calculated on a time basis.
- 7.) Covers the set up and all reconciliations and reporting. Any charges levied by the bank will be charged to the account in addition. No refund will be payable if the account is closed within 12 months.
- 8.) Covers issuing of rental invoices, advising when rent reviews and buildings insurance is due and any reporting and book keeping in connection with each property. It does not cover any third party fees such as rent collection agents or our administrative charges, for example: rent demands, reviews, correspondence etc. These will be charged on a time basis in accordance with note 4.
- 9.) Covers all work in connection with the Annual Return for each property company and forms necessary to keep company dormant. Active companies will be run on a time basis in accordance with note 4.
- 10.) VAT is dealt with on a per property company basis, thus, if there are joint owners this fee will be shared. See note 19 for further information on jointly owned property.
- 11.) Includes up to 12 cash payments.
- 12.) Fees are levied in order to value assets for the compulsory summary of assets at a 'fair value' provided to you on a six-monthly basis.
- 13.) One free per year, otherwise on a time basis.
- 14.) Our arrangements mean that we effect the transaction and hold the asset or investment within our standard custody arrangement. All dealing charges will be debited to the SIPP Account.
- 15.) Other Arrangements mean that the transaction is effected by others or that the custody arrangement differs from our standard. All charges made by others will be debited to the SIPP Account.
- 16) Consultancy advice not covered in the day to day running of the SIPP.

Generally

- 17.) Other than establishment, all fees are payable half yearly in arrears. Establishment fees are payable as soon as the SIPP is established
- 18.) All fees are plus VAT and at the rate in force at the time the work is done.
- 19.) Administration charges in relation to jointly held properties will be as per the annual property charge. Any additional work will be on a time cost basis and debited to the joint account before distribution to the individual member's SIPP account.
- 20.) Transfers of assets to an alternative pension provider will incur charges on a time basis. Exceptionally, a fixed-fee may be agreed.