

# SCHEDULE OF SIPP FEES

## JULY 2018



**This document helps you understand the fees for establishing and administering a SIPP. It also provides you with a comprehensive guide to all transaction costs, and answers frequently asked questions about charges.**

Please see the notes on Page 5 of this document for details of how these fees are applied to Group SIPPs, where a SIPP is established with multiple members under a single Supplemental Deed.

## Example Scenario – getting started

An adviser recommends a Full SIPP for a client. The client has three pension funds with other providers which will all be transferred as cash. Two of the transfers can be made via the Origo online transfer system, the third requires a paper discharge form.

In this scenario, the client’s adviser is happy to facilitate the transfer which means that they have requested pension discharge forms from the current providers and, once received, they send them to the SIPP administrator.

The SIPP administrator establishes the SIPP and sets up a bank account. Within a short period of time the other providers transfer their funds to the SIPP administrator who deposits them in the SIPP bank account. The SIPP administrator tells the adviser when the expected funds have been transferred. The adviser then implements the investment strategy they have agreed with the client.

## What would the costs for this be?

SIPP establishment	<b>£310</b>
Transfer in charge (paper discharge form)	<b>£50</b>
SIPP annual administration fee (Taken in advance)	<b>£560</b>
<b>Sub Total</b>	<b>£920</b>
VAT at 20%	<b>£184</b>
<b>Total</b>	<b>£1104</b>

## Ongoing costs

### Investing solely in standard funds and listed equities

SIPP annual administration fee	<b>£560</b>
SIPP investment dealing charges (If applicable)	<b>Nil</b>
<b>Sub Total</b>	<b>£560</b>
VAT at 20%	<b>£112</b>
<b>Total</b>	<b>£672</b>

**Fund charges** – Annual management fees and initial charges for the funds in which you invest. Your Financial Adviser will provide you with details of these charges.

## Example Scenario – buying commercial property

The client then decides to purchase a commercial property.

The adviser disinvests the existing investments, and the SIPP fund is used to acquire commercial property. In addition to the SIPP fees, the client also expects to pay for a valuation as well as solicitors fees and stamp duty (if applicable). These can all be settled from the SIPP fund.

The annual property administration fee covers various aspects of managing the property, including the invoicing and receipt of the rent from the tenant.

We have assumed that VAT is not applicable to the property purchase price.

## What would the costs for this be?

### Acquiring the property

SIPP disinvestment dealing charges	<b>Nil</b>
Handling the purchase	<b>£780</b>
Borrowing fee (if applicable)	<b>£300</b>
<b>Sub Total</b>	<b>£1,080</b>
VAT at 20%	<b>£216</b>
<b>Total</b>	<b>£1,296</b>

## Ongoing costs

SIPP annual administration fee	<b>£560</b>
Property facility fee	<b>Nil</b>
Property administration fee	<b>£250</b>
<b>Sub Total</b>	<b>£810</b>
VAT at 20%	<b>£162</b>
<b>Total</b>	<b>£972</b>



## What would the costs for this be?

### Example Scenario – taking benefits

After several years, the client decides to start drawing benefits from their SIPP. They decide to take their maximum allowed tax free cash along with a regular monthly income using the flexi-access drawdown facility. Should the client decide to stop drawing income, the annual income charge will no longer apply from the following tax year.

### Taking benefits from the SIPP

To Crystallise (initiate benefits)	£150
VAT at 20%	£30
<b>Total</b>	<b>£180</b>

### Ongoing costs

Receive income (annual charge)	£150
SIPP annual administration fee	£560
Property Administration Fee	£250

Sub Total	£960
VAT at 20%	£192
<b>Total</b>	<b>£1,152</b>

## Basic Charges

	SOLO SIPP Single Standard Asset	Full SIPP Property and Standard Assets only	Full SIPP Non Standard Assets
Establishment Fee	0.1% of contributions and transfers (subject to a minimum of £205)	£310	
Annual Administration Fee	£285 per annum	£560 per annum	£600
Non-Standard SIPP Fee (Payable on 1 <sup>st</sup> Acquisition Only)			0.1% of fund value (subject to minimum of £550)

## Contributions/Transfers In

Cash Contributions	Nil		
Transfer in of existing pension benefits held with other providers	Origo Transfers – Nil Paper discharge forms - £50 DB Transfers - £100 In specie transfers (excluding property) - £150		
In specie transfer of Property from an existing scheme		Time cost subject to a minimum of £250	
In Specie Contribution of Standard Assets		£300	
In Specie Contribution of Property <sup>1</sup>		£900	
Syndicated In Specie Contribution of Property Supplementary Fee <sup>1</sup>		£100 per additional member	
In Specie Contribution of Non Standard Funds/Assets			£400 - £700

1. Additional legal fees will apply to these transactions



## Standard Assets

	<b>SOLO SIPP</b> Single Standard Asset	<b>Full SIPP</b> Property and Standard Assets only	<b>Full SIPP</b> Non Standard Assets
<b>Standard Assets</b> (e.g. Listed Securities, Managed Funds)	Nil (if single investment only)	Nil	
<b>Standard asset becomes non-standard</b>	0.1% of scheme value (Subject to minimum of £550)		

## Investing In Property

<b>UK Property Purchase<sup>1</sup></b> (Property located in England, Scotland, Wales and N. Ireland)		£780
<b>Overseas Property Purchase<sup>1</sup></b> (Property outside of England, Scotland, Wales & N. Ireland)		Time cost subject to a minimum of £995
<b>UK Property Purchase at Auction – preparation of pre-auction documentation (non-refundable)<sup>3</sup></b>		£280
<b>Syndicated / Joint Property Purchase Supplementary Fee</b>		£100 per additional party involved
<b>Borrowing Fee<sup>1, 2</sup></b>		£300
<b>Annual Property Administration Fee</b>		£250 per annum per property with single tenant or untenanted
<b>Additional Tenant</b>		£100 per annum
<b>Building Plots &amp; Development Land (dormant)</b>		£100 per annum
<b>Development work on land &amp; property in SIPP (single contractor)</b>		£100
<b>Development work on land &amp; property in SIPP (multiple contractors or self-project managed)</b>		Time cost - subject to a minimum of £200
<b>Lease Renewals/New Lease/Assignments<sup>1</sup></b>		£200
<b>VAT Registration and Returns Administered by Westerby Trustee Services</b>		Registration £250 Returns £250 per annum
<b>Provision of information for VAT returns where returns are submitted by a third party</b>		£125 per annum
<b>Sale of Property<sup>1</sup></b>		£500

1. Additional legal fees will apply to these transactions

2. Plus an additional annual administration fee on a time cost basis if the lender is a connected party

3. If purchase at auction is successful the £280 fee will be deducted from the final property purchase fee payable



## Non Standard Assets

	<b>SOLO SIPP</b> Single Standard Asset	<b>Full SIPP</b> Property and Standard Assets only	<b>Full SIPP</b> Non Standard Assets
Due diligence on non UK based investments			From £200
Investments in Non Standard Funds (e.g. Non-Standard OEICS, UCIS, Corporate Bonds)			£300 - £500
Purchase of Unlisted Shares <sup>1</sup>			£400 - £600
Sale of Unlisted Shares <sup>1</sup>			£200
Third Party Loans <sup>1</sup>			£400 - £600
Monitoring of income payments from income producing loans, loan notes and bonds			£175 per annum

1. Additional legal fees may apply to these transactions

## Payment of Benefits

<b>Benefit Crystallisation Event</b> (Including payment of Pension Commencement Lump Sum)	£150 per tranche
<b>Payment of Capped or Flexi-Access Drawdown Income on 6<sup>th</sup> of the month<sup>1</sup></b>	£150 per annum
<b>Ad Hoc Payment of Capped or Flexi-Access Drawdown Income on 20<sup>th</sup> of the month<sup>1</sup></b>	£150 extra
<b>Uncrystallised Funds Pension Lump Sum<sup>1</sup></b>	£300
<b>Payment of Whole Fund in Year 1</b>	£275
<b>Capped Drawdown Reviews</b>	£150
<b>Conversion from Capped to Flexi-Access Drawdown</b>	£150
<b>Annuity Purchase</b>	£225
<b>Calculation and Payment of Death Benefits<sup>2</sup></b>	Time Cost subject to a minimum of £200

1. Payments made on 6<sup>th</sup> of each month in which a payment is due only. Any ad-hoc payments not falling on 6<sup>th</sup> of each month will be charged an extra £150 + VAT and will be paid on the 20<sup>th</sup> of each month. Payments will be made on the 6<sup>th</sup> or 20<sup>th</sup> of the month or the next working day.

2. Where the beneficiary needs to be appointed as a Trustee an Additional Deed Fee of £200 + VAT will be applicable (please see miscellaneous work)

## Transfer Out/Scheme Wind Up/Deeds

<b>Transfer Out Charge (Cash Element)</b>	£150
<b>Transfer Out In Specie Supplementary Fee</b>	£250 per asset

## Miscellaneous

<b>Pension Sharing on Divorce</b>	Time Cost subject to a minimum of £200
<b>Additional Deeds (e.g. Adherence/Appointment)</b>	£250
<b>Reminder Letters on Matters Outstanding Over 90 Days</b>	£25 per letter
<b>Ad Hoc Fund Valuations</b>	£75
<b>Non Standard Miscellaneous Work (Work in addition to our listed services to be provided, e.g. loan/rent recovery on matters outstanding over 90 days and extraordinary investment work)</b>	Time Cost



## Group SIPPs

Where a SIPP has been established as a Group SIPP (with multiple members under a single Supplemental Deed) the fees quoted above are per member of the Group. This includes the fee chargeable on the first investment into non-standard assets, which will be charged at 0.1% of each member's fund value at the time of purchase (subject to a minimum of £550 per member).

Other than the Non-Standard Asset fee above, investment transactions will be charged per transaction rather than per member. For example, if a Group SIPP purchases a property the basic Property Purchase will be £780, regardless of the number of underlying members.

## Bank Commissions

In addition to the fees shown above Westerby Trustee Services Limited may receive commission on the cash deposits held within your SIPP. Any commission received will not exceed 0.65% per annum of the value of your cash deposits.

## Non-Standard Assets – Guidance Notes

Non-Standard Assets are defined by reference to a list of standard assets published by the Financial Conduct Authority. Standard assets must also be capable of being accurately and fairly valued on an ongoing basis and readily realised whenever required (up to a maximum of 30 days).

Any assets that do not appear on the list below or cannot be readily valued or realised are therefore categorised as 'non-standard assets' and will be subject to additional fees as detailed above.

### Standard Assets (If readily realisable within 30 days)

- Cash
- Cash Funds
- Deposits
- Exchange Traded Commodities
- Government and Local Authority Bonds and other Fixed Interest Stocks
- Investment notes (Structured products)
- Shares in Investment Trusts
- Managed Pension Funds
- National Savings and Investment Products
- Permanent Interest Bearing Shares
- Physical Gold Bullion
- Real Estate Investment Trusts
- Shares and other securities admitted to trading on a regulated venue
- UK Commercial Property
- Units in Regulated Collective Investment Schemes

### Please also note that:

- Westerby only permits non-standard assets where the SIPP member meets the Financial Conduct Authority criteria for a high net worth or sophisticated investor, or where a positive recommendation to make the investment has been provided by a regulated financial adviser who holds the relevant permissions to advise on investments within a pension.
- Non-standard assets are subject to a rigorous due diligence process. We reserve the right to refuse any investments that do not meet our requirements.



## Services to be Provided

### Establishment Services

- Provision of Trust Deed and Rules
- Acceptance of responsibility of “Scheme Administrator”
- Establishment of bank account(s)
- Establishment of administration records
- Signature of transfer discharge forms in relation to any existing pension provision to be transferred in

### Annual Trusteeship & Scheme Administration Services

- Professional Trusteeship
- Ongoing responsibility as “Scheme Administrator”
- Maintenance of member records
- Operation of bank account(s)
- Technical assistance regarding operation of scheme
- Annual valuation report
- Completion and submission of Registered Pension Scheme Annual Return, Event Report and Accounting for Tax returns to H M Revenue & Customs

### Contribution/Transfers

#### Cash Contributions

- Receipt and banking of contributions
- Reclamation of tax relief
- Provision of contribution certificates if required

#### Cash Transfers from Other Pension Schemes

- Submission of transfer requests via Origo
- Signature of transfer discharge forms

### In Specie Transfer of Property from Another Scheme

- Liaison with transferring scheme administrator
- Inspection and signature of property transfer documentation
- Arrangement of buildings insurance (if using our block policy)

### In Specie Contribution of Property/Other Assets

- Checking feasibility of transaction
- Documentation of in specie contribution
- Inspection and signature of legal documentation in respect of the property/asset transfer
- Reclamation of tax relief if due
- Arrangement of buildings insurance (if using our block policy)

### Investments

#### Standard/Non-Standard Assets

- Please refer to guidance notes on Page 5 for details

#### Unit Trusts, OEICS etc

- Assistance with and signature of investment applications

#### Purchase and Sale of Unlisted Shares

- Checking of transaction feasibility and potential tax charges
- Inspection and signature of stock transfer forms
- Submission for stamp duty (purchase only)

#### Third Party Loans

- Checking of transaction feasibility
- Inspection and signature of loan documentation which must be prepared by qualified solicitor at additional cost

#### Annual Loan Administration

- Calculation of capital and interest payments due
- Monitoring of loan repayments

### Property Investment

#### Property Purchase

- Feasibility study/technical assistance prior to purchase
- Appointment of solicitor
- Inspection and signature of property purchase and lease documentation
- Arrangement of buildings insurance (if using our block policy)



## Borrowing

- Verification that the proposed borrowing will not exceed the maximum permitted by H M Revenue & Customs legislation
- Inspection and signature of legal documents related to any borrowing

## Annual Property Administration

- Invoicing and banking of rental income
- Monitoring of rent and loan repayments
- Maintenance of adequate buildings insurance (if using our block policy)
- Appoint valuer for rental reviews when due

## Lease Renewals/New Lease

- Instruct Solicitors for Lease Renewals
- Appointment of valuer where necessary
- Signature of paperwork

## VAT Registration of SIPP

- Completion and submission of application to H M Revenue & Customs registration unit on behalf of the scheme
- Completion and submission of "Option to Tax" forms in relation to property
- Maintenance of VAT records
- Completion and submission of quarterly VAT returns

## Sale of Property

- Appointment of solicitor
- Inspection and signature of legal documentation

## Payment of Benefits

- Calculation and payment of maximum allowable Pension Commencement Lump Sum
- Establishment of Flexi-Access Drawdown
- Payment of income under Capped or Flexi-Access Drawdown on the 6<sup>th</sup> of each month in which a payment is due, or the next available working day
- Payment of Uncrystallised Funds Pension Lump Sum
- Calculation and deduction of income tax
- Provision of payslips and year end P60

## Capped Drawdown Reviews

- Review of maximum allowable pension as required by legislation or at the members request

## Annuity Purchase

- Disinvestment of assets
- Signature of the annuity purchase form
- Transfer of funds

## Payment of Death Benefits

- Calculate the value of the benefit
- Payment of any tax charges due
- Payment of lump sum benefit in cash or by asset transfer
- Establishment of nominees/successors flexi-access drawdown

## Pension Sharing on Divorce

- Provision of information to the member or legal representatives
- Implementation of pension sharing order

## Transfer Out

- Transfer of member's fund to another UK registered pension scheme

**Any services not listed above are classed as "non-standard" work.**

**Any work arising from legislative changes or H M Revenue & Customs directives, and all non-standard work, is chargeable at the rates described in the notes to the Fee Schedule.**





## Terms & Conditions

### General Notes

- All fees shown are shown exclusive of VAT at the standard rate.
- Fees shown as annual or per annum are payable annually in advance.
- Fees will be deducted directly from your SIPP bank account approximately 5 days after the relevant invoice has been issued.
- Fees paid annually in advance will not be refunded if the SIPP is terminated part way through a year.
- Additional fees for “non-standard” work will be charged on a time cost basis. At the date of this agreement the hourly rates applicable range from £100 to £300 per hour depending on the complexity of the work and level of expertise required to complete the various tasks involved.
- If you instruct us to carry out a transaction and you then change your mind, we reserve the right to charge fees on a pro-rata basis, for any work already carried out in relation to the transaction. Fees may also be due to solicitors and any other professional advisers, for any work already carried out in relation to the transaction
- Fees will be reviewed on 1<sup>st</sup> July each year.
- We reserve the right to increase the level of charges, or make additional charges, for any additional work, additional investment types or documentary requirements arising from future legislative changes or H M Revenue & Customs directives.
- We reserve the right to amend or terminate the terms of this agreement on the provision of one month’s notice in writing.
- Legal fees and disbursements, lenders fees, valuation fees, and any other fees due to third parties in relation to your investments or professional advice received in respect of your SIPP, are payable in addition to the administration fees shown above.

### SOLO SIPP

- The SOLO SIPP option is not available under a Group SIPP.
- The reduced level of fees for a SOLO SIPP will only apply in the event that all of the restrictions that apply to our SOLO SIPP are met. If not, a Full SIPP fee will apply.

### Non Payment of Fees

In the event of the non-payment of fees due to Westerby Trustee Services Limited, or to any third party in relation to your SIPP investments or professional advice received in relation to your SIPP, Westerby Trustee Services Limited reserve the right to:

- a) Request that you settle the outstanding fees personally.
- b) Request that additional contributions are made to your SIPP(s) to cover the outstanding amount(s) (subject to such contribution limits as H M Revenue & Customs may determine at the time).
- c) Realise any investments held for your benefit in order to meet any outstanding fees.
- d) Terminate the provision of administrative services until such time as the outstanding fees are met.

