

SCHEDULE OF SIPP FEES

JULY 2023



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 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	£350
Transfer in charge (paper discharge form)	£60
SIPP annual administration fee (Taken in advance)	£750
Sub Total	£1,160
VAT at 20%	£232
Total	£1,392

Ongoing costs

Investing solely in standard funds and listed equities

SIPP annual administration fee	£750
SIPP investment dealing charges (If applicable)	Nil
Sub Total	£750
VAT at 20%	£150
Total	£900

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 solicitor's 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	Nil
Property purchase fee	£850
Borrowing fee (if applicable)	£300
Sub Total	£1,150
VAT at 20%	£230
Total	£1,380

Ongoing costs

SIPP annual administration fee	£750
Property administration fee	£500
Sub Total	£1,250
VAT at 20%	£250
Total	£1,500



► 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.

What would the costs for this be?

Taking benefits from the SIPP

To Crystallise (initiate benefits) **£180**

VAT at 20% **£36**

Total £216

Ongoing costs

Receive income (annual charge) **£170**

SIPP annual administration fee **£750**

Property Administration Fee **£500**

Sub Total **£1,420**

VAT at 20% **£284**

Total £1,704

► 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 £250)	£350	
Annual Administration Fee	£395 per annum ¹	£750 per annum ¹	£890 per annum ¹
Non-Standard SIPP Fee (Payable on 1st Acquisition Only)			0.1% of fund value (subject to minimum of £550)

1. This Annual Fee will continue to be paid for a Flexi-Access Drawdown Beneficiary.

► Contributions/Transfers In

Cash Contributions	Nil		
Transfer in of existing pension benefits held with other providers	Origo Transfers: Nil Paper discharge forms: £60 In specie transfers (excluding property): £200		
In specie transfer of Property from an existing scheme	Time cost subject to a minimum of £350		



► Investing In Property (Not available in SOLO SIPP)

	Full SIPP Only
UK Property Purchase ^{1,2} (Property located in England, Scotland, Wales and N. Ireland)	£850
Overseas Property Purchase ^{1,2} (Property outside of England, Scotland, Wales & N. Ireland)	Time cost subject to a minimum of £995
UK Property Purchase at Auction – preparation of pre-auction documentation (non-refundable) ^{4,5}	£500
Syndicated/Joint Property Purchase Supplementary Fee	£150 per additional party involved
Borrowing Fee ^{1,3}	£300
Annual Property Administration Fee	£500 per annum per property with single tenant or untenanted
Additional Tenant	£100 per annum
Building Plots, Development Land (dormant) & Untenanted Property/Land ⁶	£200 per annum
Development work on land & property in SIPP (single contractor)	Time cost - subject to a minimum of £200
Development work on land & property in SIPP (multiple contractors or self-managed project)	Time cost - subject to a minimum of £400
Lease Renewals/New Lease/Assignments/Lease Surrender ¹	£300
VAT Registration and Returns (First Property) Administered by Westerby	Registration £300 Returns £320 per annum
VAT Registration and Returns (Additional Properties) Administered by Westerby	Registration £100 Returns £50 per annum
Provision of information for VAT returns where returns are submitted by a third party	£200 per annum
Sale of Property ¹	£550

1. Additional legal fees will apply to these transactions.

2. If the property purchase does not proceed for any reason Westerby reserve the right to charge fees on a pro rata basis for any work already carried out.

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

4. If purchase at auction is successful the £500 fee will be deducted from the final property purchase fee payable.

5. Westerby must be notified 10 working days prior to the auction date of your interest to purchase the property.

6. Land such as agricultural or woodland.

► Standard Assets

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

► Non-Standard Assets

	Full SIPP Only Non Standard Assets
Due diligence on non UK based investments	Time cost - subject to a minimum of £200
Investments in Non-Standard Funds (e.g. Non-Standard OEICS, UCIS, Corporate Bonds)	£600
Purchase of Unlisted Shares ¹	£800 - £1,000
Unlisted Share Top-Up	£400
Sale of Unlisted Shares ^{1,2}	From £250
Third Party Loans ¹	£800 - £1,000
Annual Loan Administration Fee	£250 per annum

1. Additional legal fees will apply to these transactions.

2. Unlisted share sales requiring a basic transfer document (e.g. stock transfer form) will be charged at £250. Complex unlisted share sales requiring additional legal documentation/administration will be charged on a time cost basis.

► Payment of Benefits

Benefit Crystallisation Event (Including payment of Pension Commencement Lump Sum)	£180 per tranche
Payment of Capped or Flexi-Access Drawdown Income (Bulk Payments)	£170 per annum
Ad Hoc Payment of Capped or Flexi-Access Drawdown Income ¹	£170 extra
Uncrystallised Funds Pension Lump Sum ¹	£350
Payment of Whole Fund in Year 1	£275
Capped Drawdown Reviews	£170
Conversion from Capped to Flexi-Access Drawdown	£170
Annuity Purchase	£250
Calculation and Payment of Death Benefits ¹	Time Cost subject to a minimum of £200

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

► Miscellaneous

Pension Sharing on Divorce	Time Cost subject to a minimum of £500
Additional Deeds (e.g. Adherence/Appointment)	£300
Reminder Letters on Matters Outstanding Over 90 Days	£30 per letter
Ad Hoc Fund Valuations	£75
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)	Time Cost
Legal Entity Identifier Registration & Renewal Fees (no fee will be charged if the investment provider deals with registration/renewal within the investment itself)	£100 Registration £50 Renewal

► Transfer Out/Scheme Wind Up/Deeds

Transfer Out Charge (Cash Element)	£250
Transfer Out In Specie Supplementary Fee	£250 per asset
Transfer Out to QROPS	Time Cost subject to minimum of £500

► 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 fee will be £850, regardless of the number of underlying members.

► Bank Commissions

As well as the above fees the nominated SIPP bank may make payments to Westerby Trustee Services Limited. Where the nominated bank is Metro Bank the payments will be subject to a minimum of 0.65% per annum (or such lower amount as Metro Bank might make available) of any cash deposits held in your account. The percentage paid to Westerby will be detailed in your annual SIPP valuation report.

This means that if you held an average balance of £10,000 in your SIPP bank account with Metro Bank, Westerby could receive:

Example Interest rate share	Example annual payment received
0.65% p.a.	£65
0.75% p.a.	£75
1.00% p.a.	£100
1.5% p.a.	£150
2.0% p.a.	£200

► 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 formal 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)

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/Lease Assignments/Lease Surrenders

- Instruct Solicitors
- 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
- 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 member's request

Annuity Purchase

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

Pension Sharing on Divorce

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

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

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 or regulatory 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 subject to the addition of VAT at the standard rate of 20%.
- 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. Where we intend to charge for our services on a time cost basis we will notify you in advance of carrying out the work and provide an estimate of the costs. The cost will depend on the expertise and seniority of our staff involved and the time it takes to carry out the work. At the date of this agreement the hourly rates applicable are:

Staff Level	Hourly Rate
Administrator	£100.00 plus VAT
Heads Of Service / Managers	£150.00 plus VAT
Senior Management	£300.00 plus VAT

We will always endeavour to allocate work to the lowest fee tier but please note that for complex matters multiple staff of differing seniority may need to be 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.
- Fee reviews will be effected on 1st 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 or regulatory 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, lender’s 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.





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