

## HEAD OFFICE

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# HARTSFIELD

TRUSTEE SERVICES LIMITED

Registered in England number 07118899.  
Registered Office: Hartham Park, Corsham, Wiltshire SN13 0RP.  
VAT registration number: 102 5280 62

## Schedule of Fees 2019 Hartsfield SSAS



### 1. Standard Fees

Set up fee	£695
Take over fee	£695
Ongoing administration fee	£110 per month

#### What's included?

##### Scheme Set Up:

Providing draft Deed and Scheme Rules; opening a bank account with Barclays Bank Plc; registration of the scheme with HMRC for tax purposes; setting up internal records in readiness for investment transactions; registration of scheme with the Information Commissioner's Office and The Pensions Regulator.

##### Scheme Take over:

Liasing with outgoing trustee and administrator; obtaining professional clearances; obtaining fund share and current assets and liabilities information; opening a new bank account with Barclays Bank Plc; arranging transfers of money to the new account; arranging the re-registration of scheme assets to include White Horse Trustees Limited (N.B. - legal fees may apply if there is commercial property held within the scheme); advising HMRC, the Information Commissioner's Office and The Pensions Regulator of the changes in trustees.

##### Annual Administration:

Dealing with any correspondence or telephone calls from trustees in a timely manner; dealing with any correspondence or telephone calls from HMRC, the Information Commissioner's Office and The Pensions Regulator (N.B. - Registered Pension Scheme Returns and/or Tax Returns required by HMRC will be charged separately); regular bank reconciliations; attendance at trustee meetings (1 per year - requests for attendance at additional meetings would be charged for separately). Standard transfers and investment transactions are also included within the monthly fee although non-standard investments or in-specie contributions will be quoted separately.

### 2. Making Changes

Making changes to your Hartsfield SSAS will usually involve us drafting an appropriate deed. For example, when adding a new member or adding or changing a participating employer.

We charge a fixed fee of £265 for drafting each deed.

### 3. Miscellaneous/Scheme Reporting Fees

Pension Scheme Return	£225
Scheme VAT registration	£150
VAT returns	£200 paid annually in advance
Ad hoc or Time Costed Work (Director)	£250 per hour
Ad hoc or Time Costed Work (Administrator)	£175 per hour

### 4. Contributions

Initial, or subsequent, cash contributions	FREE
In Specie contributions (excluding property)	£330
In Specie property contributions	£500 plus legal fees

## 5. Transfers

Usually, when arranging transfers into your Hartsfield SSAS, we will not levy any additional charges from either Defined Contribution or Defined Benefit schemes; however, some pension providers and scheme trustees are now asking for considerable amounts of additional paperwork and copy documentation. Where this is the case, we reserve the right to charge an additional fee to cover our administration time.

Transfers in or out (cash)	FREE
In Specie transfers (excluding property)	£300
In Specie property transfers (no mortgage)	£500 plus legal fees
In Specie property transfers (with mortgage)	£600 plus legal fees
Scheme wind up fee	£750

## 6. Banking and Borrowing

Opening a scheme current account with Barclays	FREE
Opening any additional bank/deposit accounts	£165
Borrowing (for any purposes)	£330 plus lender's and legal fees
Repayment of borrowing	FREE

## 7. Property

Property purchase	£500 plus legal fees
Annual admin fee (Connected Party Tenant)	£300 per property
Annual admin fee (3rd Party - or no Tenant)	INDIVIDUALLY COSTED
Property sale	£350 plus legal fees

## 8. Investments

Stockbroking account with preferred provider	FREE
Stockbroking account with alternative provider	£165
Non-standard investment transaction	INDIVIDUALLY COSTED
Unlisted share purchase	£330
Annual custodian fee	£165
Loans - drafting fee	£375
Loans - annual administration fee	£165

## 9. Taking Benefits

Flexi Access Drawdown Calculations	£165
Capped Drawdown Benefit Reviews	£165
Income Drawdown Annual Fee	£165
Lump sum payments (including PCLS and UFPLS)	£165
Share of fund calculations	£165
Death Benefits	TIME COSTED
Pension Sharing on Divorce	TIME COSTED

All fees are subject to VAT at the standard rate.