

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 e-SSAS



1. Standard Fees

Set up fee	£595
Take over fee	£595
Ongoing administration fee	£55 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; 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 (telephone) 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.

Please note that the Hartsfield eSSAS charges a lower monthly fee than the fully bespoke SSAS because it limits the range of permissible investments. Please contact us on 0800 612 6644 if you need clarification on which investments you can hold within the Hartsfield eSSAS.

2. Making Changes

Making changes to your Hartsfield eSSAS will usually involve us drafting an appropriate deed. For example, when adding a new member, changing a participating employer or converting the eSSAS to a fully bespoke SSAS. We charge a fixed fee of £265 for drafting each deed.

3. Miscellaneous/Scheme Reporting Fees

Pension Scheme Return	£100
Ad hoc or Time Costed Work (Director)	£250 per hour
Ad hoc or Time Costed Work (Administrator)	£175 per hour

4. 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 out (cash)	FREE
Scheme wind up fee	£750

5. 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.