

This schedule sets out the fees charged for the work undertaken by The Hornbuckle Mitchell Group Limited to establish and administer your SSAS. It includes a range of scenarios to help you to understand how the fees are charged so that you can compare our fees with other SSAS operators. This schedule should be read in conjunction with the Key Facts and Terms and Conditions documents which provide full details of the services we provide.

Scenarios

Please note: we only accept new business where financial advice has been given.

Scenario 1 - Establishing a SSAS

A financial adviser recommends establishing a Hornbuckle Mitchell SSAS to his 50 year old client. The individual has three separate pension funds with other providers and will be bringing them all together into one SSAS as cash transfers.

The fees deducted from the SSAS will be:

Initial fees

To establish the SSAS	£800
Annual administration fee (payable in advance) (for first 2 members - £245 for each subsequent member)	£590
Transfer-in fee	£nil
Total (1 member):	£1,390

Ongoing annual fees will be:

Annual administration fee (payable in advance) (for first 2 members - £245 for each subsequent member)	£590
Transfer-in fee	£nil
Total (1 member):	£590

An invoice will be issued to the member or the financial adviser, in accordance with the preference shown on the application form, 14 days before the fees are due to be deducted from the SSAS.

Scenario 2 - Taking benefits (Capped Drawdown)

A member wants to start taking an income; after discussing this with their financial adviser, the member decides to move into full drawdown and takes their Pension Commencement Lump Sum (PCLS) and a pension income.

The fees deducted from the SSAS will be:

Drawdown set up fee	£95
Full drawdown calculation fee	£145
Annual drawdown admin fee (when income taken) payable in advance	£145
Total:	£385

The ongoing fees for the SSAS, assuming no changes will be:

SSAS annual admin fee (1 member)	£590
Annual drawdown admin fee	£145
Total:	£735

If no income is required and income is stopped the annual drawdown admin fee will not apply

Scenario 3 - Purchasing a property

A member is looking to purchase a commercial property, the fees for a property purchase would be.

The initial fees we will take from their SSAS are:

To purchase the property:

Property purchase fee	£800
Annual property admin fee	£200
Environmental report	£260

Total:	£1,260
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The ongoing fees for the SSAS, assuming no changes will be:

SSAS annual admin fee (1 member)	£590
Annual property admin fee	£200

Total:	£790
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Third party fees e.g. solicitors fees may also be applicable, these can be paid from the SSAS. The employer may not be able to claim SSAS investment fees as a valid business expense for corporation tax purposes, only administration fees

Standard fees

Establishment fee	£800
Takeover fee when coming into Hornbuckle Mitchell	£950
Takeover fee when leaving Hornbuckle Mitchell	£800
Annual admin fee (per member)	£590

(For each of the first two members, then £245 for each additional member thereafter)

What is covered by the establishment fee?

The establishment fee covers the establishment of a Small Self Administered Scheme (SSAS) to a stage where it is ready to be used; the fee includes but is not limited to:

- Verification of application forms, including anti money laundering checks
- Set up of pension trust including preparation of establishment deed appointing first trustees including Hornbuckle Mitchell Trustees Limited and registering scheme with HMRC
- Set up of trustee bank account
- Regulatory reporting

What is covered in the annual admin fee?

Continual administration in respect of services provided by The Hornbuckle Mitchell Group Limited (Scheme Administrator); the fee includes but is not limited to

- Annual regulatory reporting
- Annual valuation including Statutory Money Purchase Illustration (SMPI) (where applicable)
- Forwarding essential correspondence
- Banking transactions – e.g. banking cheques for contributions, dealing with BACS/CHAPs transfers e.g. when moving money for investment
- Liaison with third party providers of assets/services
- Valuations and illustrations

Contributions

As part of establishing a SSAS	£nil
Subsequent single contributions	£30
Starting and variations to regular contributions	£30
In specie contribution fee	£550

Per contribution per member plus relevant asset purchase fee

What are in specie contributions?

All contributions to a pension scheme must be a monetary amount. However, it is possible for a member or employer to agree to pay a monetary contribution and then to settle this debt by way of a transfer of an asset or assets. This is an "in specie" contribution. This is a complex process and a significant amount of work is required from all parties, including the financial adviser. If at the date of transfer the value of the asset has dropped below the level of the debt created, the balance of the debt must be paid in cash. The relevant asset purchase fee also applies, as the relevant asset purchase process will need to be followed, as if the SSAS were purchasing the asset.

Transfers

Transfers in (cash)	£nil
In specie transfer in of investments	£100
<small>(Plus £50 per asset/investment)</small>	
In specie transfer in of property	£600
Transfers out (cash)	£95
<small>(Per transfer)</small>	
In specie transfer out of property	£250
<small>(per property, plus property sale/disposal fees)</small>	
In specie transfer out of investments	£250
<small>(plus £125 per asset/investment)</small>	
Notification to HMRC of scheme closure	£100
Adding or removing a member from an existing scheme	£550
<small>(transfer fees may apply)</small>	

How do in specie transfer fees work?

An 'in specie transfer in' is the transfer of an asset other than cash from another pension to us. These are complex transactions and can be complicated for us to co-ordinate. The speed at which they complete is largely dependent on the provider the in specie transfer is being made from.

How do in specie transfer in fees work?

Due to the complexity of an in specie transfer in we apply a £100 in specie fee, and then a fee of £50 per asset.

If a property is included in the transfer, a fee of £600 is also applied to cover the work carried out to transfer the property.

In specie transfer example

Transfer includes:	1 OEIC, 1 TIP, 2 Unit trusts and 1 Commercial Property	
Fee would be:	In specie fee	£100
	Per asset fee (4 x £50)	£200
	In specie property fee	£600
	Total	£900

Investments

Valuation requests	£nil
Investment transactions within nominee account	£nil
Standard investment transactions <small>(sale/purchase of OEICs, unit trusts bonds etc.) (*max £300 per annum)</small>	£30*
Non-standard investment transactions	£295
UK unlisted shares purchase	£800
Unlisted shares annual fee <small>(including custodian fee)</small>	£195
UK unlisted shares sale	£500

What are nominee accounts?

Nominee accounts are accounts set up for the purpose of administering assets held on behalf of the scheme, e.g. using a stockbroker or other discretionary manager

What are non-standard investments?

Non-standard investments are defined as investments that are NOT: FSA regulated or traded on a recognised exchange or market.

For example: EPUTs, private placement of listed shares etc.

For further information on what we treat as standard or non-standard investments visit www.hornbuckle.co.uk/investments.aspx

Do investment fees include stockbroker fees etc?

No. Our investment fees do not include charges that may be applied by third parties e.g. stockbrokers fees. Our investment fees are charged only for the work carried out by us. Any stockbroker, investment manager or other third party fees may be charged by the third party involved in the transaction.

Banking and borrowing

Third party loans	£800
<small>(plus legal fees if required)</small>	
Loanback to connected party	£800
<small>(plus legal fees if required)</small>	
Annual loan administration	£145
<small>(where the SSAS is making the loan)</small>	
Standard borrowing	£250
<small>(borrowing from a regulated lender)</small>	
Non-standard borrowing	£800
<small>(borrowing from a non-regulated lender)</small>	
Final repayment of borrowing	£250

Property

Property purchase	£800
Annual admin fee	£200
<small>(per property, excluding land)</small>	
Annual admin fee per additional letting	£100
<small>(also applicable to land where a lease is in place)</small>	
Envidata environmental report	£260*
<small>(cheques should be payable to The Hornbuckle Mitchell Group Ltd)</small>	
AES Marconi environmental report (N. Ireland)	£500*
<small>(cheques should be payable to AES Marconi)</small>	
Scheme VAT registration (if applicable)	£200
Completion of VAT return	£50
<small>(per quarter)</small>	
Building development fee	£600
Property sale/disposal	£600
UK hotel room purchase	£600
Overseas property - Advance evaluation / approval	£1,500
Completion fee	£8,500
<small>(plus legal fees)</small>	

What is covered in the annual property admin fee?

Continual property administration in respect of the services provided by Hornbuckle Mitchell Group Limited (Scheme Administrator) includes:

- Scheme maintenance
- Property correspondence and payment of property related invoices
- Borrowing administration
- Regulatory and HMRC reporting on the property owned within the scheme
- Insurance facilitation
- Technical support

*If the area of land is over one hectare a higher charge may be applied, we will inform you of the fee before proceeding with the environmental report.

Miscellaneous

Implementing divorce/sharing order	£600
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(additional fees may apply)

Drawing up of deeds	£250
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(legal fees may apply)

Calculating fund split	£250
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Taking benefits

Capped drawdown

Set up fee	£95
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(including the payment of lump sum benefits)

Calculation of benefits

(per arrangement)

Full	£145
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Partial	£195
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Phased	£245
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Regular income payment	£145
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(per annum)

Flexible drawdown

Set up/move from capped drawdown to flexible drawdown	£95
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Annual	£145
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(Where payment taken)

Closure	£145
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Annuity purchase	£145
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(Per tranche)

Payment of death benefits	£800
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(additional fees may apply)

General

Which fees are payable in advance?

All annual fees are payable in advance. This is applicable to - the annual property admin fee, the annual income drawdown fee (if an income is being taken), unlisted shares annual fee and the annual loan administration fee.

Important notes

1. All fees are subject to VAT at the prevailing rate.
2. A minimum balance of £1,500 to remain in the SSAS bank account to cover any fees or payments which may be required.
3. In the event that services not covered in this schedule are required, we reserve the right to charge additional fees on a time cost basis and an estimate of fees will be provided before any work is carried out.
4. All annual fees are payable in advance.
5. If any transaction is aborted, we will charge a fee proportionate with the work we have carried out.
6. Solicitors fees are payable in addition to administration fees.
7. If legal fees are incurred during an in-specie transfer, these will also be charged.
8. If fees are unpaid we will take action to pursue the trustees and/or the employer for the outstanding fees.
9. For full case specific fees please contact your local trustee consultant.
10. Annual fees may be increased each year in line with the Average Weekly Earnings index (AWE) for the previous calendar year.
11. We will give 30 days notice to the financial adviser if we increase annual fees above the increase in AWE index or if we increase any other fees.

The Hornbuckle Mitchell Group Ltd is authorised and regulated by the Financial Services Authority. Registered office: Tyman House, 42 Regent Road, Leicester LE1 6YJ, registered in England (2089815)