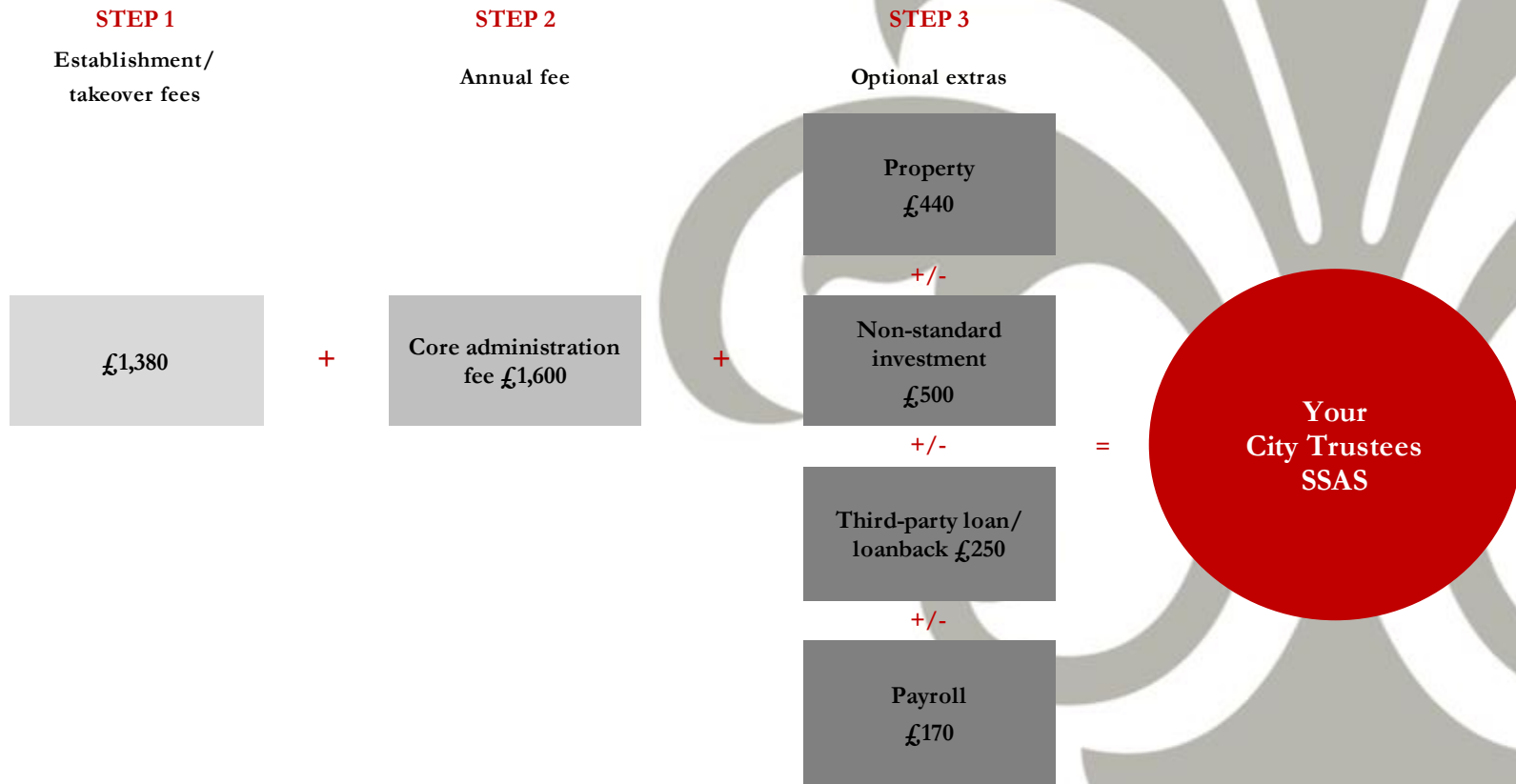




### Our standard fees

With City Trustees, establishing the costs of setting-up and operating a SSAS could not be easier! Our fees are simple, straight forward and transparent. The schedule below sets out our **standard fees in 3 easy steps**. In addition, we also have a schedule of **transactional fees**, which may apply.



Please refer to our [SSAS Key Features](#) and [SSAS Terms and Conditions](#) for further information.

## Our transactional fees

Extra fees will be payable for additional ongoing services not covered by the standard fees. These will be charged as and when work is carried out by the City Trustees client relationship management team.

INVESTMENTS	
Standard investment transaction (incl. rollover)	£30
Non-standard – specialist review (chargeable even if does not proceed)	£995
Non-standard – purchase/sale/top-up	£120
Property purchase (MW legal appointed)	£660
Property purchase (MW legal not appointed)	£810
Property sale (MW legal appointed)	£660
Property sale (MW legal not appointed)	£810

BENEFITS PAYMENTS/DRAWDOWN	
Conversion to flexi-access drawdown	£150
Establishment of flexi-access drawdown	£220
Benefit reviews (annual/triennial/age 75 BCE)	£170
Further fund crystallisation	£170

CONTRIBUTIONS/TRANSFERS	
Transfers-in per policy	£90
Single and establishment of regular contributions	£30
In specie transfers – property/non-standard investment	Charged in line with relevant investment transaction fee

SPECIALIST ADMINISTRATION	
Specialist consultancy	£253 per hour
Allocation of future growth – establishment	£253 per hour (minimum charge £5,000)
Allocation of future growth – administration	£253 per hour Two-yearly review (minimum charge £1,500)

STANDARD ADMINISTRATION	
Ad-hoc valuation; transfer out; annuity purchase	£180 per hour
Borrowing establishment; lease and rent review	£180 per hour
Credit control on rental and loan arrears; death benefits; divorce; fund split	£180 per hour
Deeds & trustee minutes – preparation and execution	£180 per hour
Third-party loan and loanback establishment; client meeting; add new member	£180 per hour
Property maintenance and development; re-registration of assets	£180 per hour
Property insurance review if not on block policy; VAT registration/de-registration/servicing	£180 per hour

<b>Example charges for a SSAS in the first year of set up</b>	
Establishment Fee	£1,380
Annual Fee	£1,600
<b>Total costs in the first year</b>	<b>£2,980 plus VAT</b>

<b>Example charges of a SSAS taking Flexi-Access in the first year of set up</b>	
Establishment Fee	£1,380
Annual Fee	£1,600
Establishment of Flexi-Access Drawdown	£220
Payroll charge per annum	£170
<b>Total costs in the first year</b>	<b>£3,370 plus VAT</b>

<b>Example charges of a established SSAS that wishes to add Flexi-Access Drawdown</b>	
Annual Fee	£1,600
Establishment of Flexi-Access Drawdown	£220
Payroll charge per annum	£170
<b>Total Costs</b>	<b>£1,990 plus VAT</b>

<b>Example charges of an established SSAS taking Capped Drawdown and requiring a statutory triennial review, (3 yearly review) or statutory annual review (per review).</b>	
Annual Fee	£1,600
Payroll charge per annum	£170
Statutory review (per review).	£170
<b>Total Costs</b>	<b>£1,940 plus VAT</b>

<b>Example charges for a SSAS in the first year of set up and an unquoted share transaction</b>	
Establishment Fee	£1,380
Annual Fee	£1,600
Unquoted Share Review	£995
Unquoted Share Transaction	£120
Annual Fee for holding Unquoted Shares (chargeable annually in advance from investment date)	£500
<b>Total Costs</b>	<b>£4,595 Plus VAT</b>

<b>Example charges for a SSAS in the first year of set up with a property purchase transaction (not VAT registered)</b>	
Establishment Fee	£1,380
Annual Fee	£1,600
Property Purchase Fee using MW legal services (Liaising with member, IFA and Solicitor)	£660
Approving a new or existing lease	£180 based on estimated 1 hours work at £180 per hour
Property Administration Fee per annum	£440
<b>Total costs in the first year</b>	<b>£4,260 Plus VAT</b>

<b>Pension Sharing Order - Time Cost Charges</b>	
The average cost for a pension sharing order is :-	5 hour's work at £180 per hour
<b>Total Costs</b>	<b>£900 Plus VAT</b>



<b>Death Claims – Time Cost Charges</b>	
The average cost of implementing a death claim is :-	4 hour's work @ £180 per hour
<b>Total Costs</b>	<b>£720 Plus VAT</b>

<b>Transfer Out Time Cost Charges</b>	
The average cost for transferring out a SSAS with the following underlying investments:- Bank Account, Deposit Account, Trustee Investment Plan	3 hour's work @ £180 Per Hour =
<b>Total Costs</b>	<b>£540 Plus VAT</b>

### Notes to schedule of charges:

1. This agreement is with Mattioli Woods plc who is the administrator of the scheme.
2. All fees are due for payment within 30 days of being invoiced. Interest may be charged for late payment.
3. Mattioli Woods plc will deduct fees from the member's pension audit account and reserves the right to realise any investments to pay these fees if there are insufficient funds.
4. The establishment fee and the first annual fee are payable in advance on the scheme anniversary date. All other fees quoted are due on completion of each transaction. All fees are subject to VAT.
5. Mattioli Woods plc will charge for those transactions specified in the Schedule of Fees. A pro rata time cost fee will be charged in respect of any cancelled transactions.
6. Mattioli Woods plc will charge on a time cost basis for any other non-standard or specialist work requested in relation to any administration, consultancy or trustee services. This will include transactions detailed above which become more complex, we will notify you of any additional costs prior to the completion of the work. Time cost rates may be uplifted or discounted depending on the complexity of the task.
7. Any fee will be automatically deducted from the pension audit bank account at the time that an investment is made.
8. Under HM Revenue & Customs rules, the transfer of a pension policy where some of the scheme is crystallised may necessitate the establishment of a number of plans within the SSAS. All fees in respect of income payments and statutory reviews as defined in this schedule of fees will be payable for any fully crystallised plans.
9. Fees will increase annually on 1<sup>st</sup> June in line with the rise in RPI (Retail Prices Index) (rounded to the nearest £10) over the previous calendar year.
10. Mattioli Woods plc reserves the right to amend the terms and conditions of this agreement and increase the level of charges and fees above the level of any stated increase rate provided that a written statement to this effect has been sent to the client one month prior to the increase.
11. If additional investment types become permitted by HM Revenue & Customs in the future the above investment fees may be varied.
12. All fees must be paid in full or will be deducted from the balance before Mattioli Woods plc will transfer your fund to a new provider or purchase an annuity. Any funds can be held as a lien for work completed.
13. The Property Administration Fee does not cover property management services as per the property purchase notes. It is the responsibility of the member to either appoint a managing agent or manage the property themselves.
14. From time to time Mattioli Woods trading as City Trustees and the trustee company may incur disbursements acting on the client's behalf, which will be charged for in addition to the other costs (set out above). Occasional disbursements may include, but are not limited to, property valuations, legal and accountancy costs, ancillary actuarial advice, and the establishment and operation of a PAYE scheme for payment of pensions. Mattioli Woods trading as City Trustees reserves the right to invoice any regulatory disbursements to the client, whether the disbursements are created by regulatory levies or costs incurred with implementing legislative changes.

Last update March 2017

City Trustees is a trading name of Mattioli Woods plc.  
Mattioli Woods plc is authorised and regulated by the Financial Conduct Authority,  
Registered in England number 3140521



**City Trustees**  
PART OF MATTIOLI WOODS PLC

*Specialist consultancy work will be charged in addition to the fee levels above where a referral to this level has been required. Time and rates may be uplifted or discounted depending on the complexity of the task. All fees charged include the following: day-to-day administration and scheme enquiries, correspondence with clients, IFAs, professional organisations and product providers, maintenance of internal record keeping.*