

Corporate Fee Schedule

November 2024

Phoenix CSIPP

This is a legally binding document between you and Curtis Banks Limited. It is part of a set which should be read together:

- **Fee Schedule**
- Terms and Conditions
- Key Features Document
- Member Schedule

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Individual SIPP Fees

Establishment fee	£327	
Annual administration fee	£327	Per member in default fund option
	£518	Per member in self-select fund option
	£129	Per paid-up member

Your annual fees are payable on the anniversary of the SIPP. The basic administration fee covers the following work:

- Maintenance of scheme records
- Processing regular contributions
- Dealing with routine correspondence
- Production of an annual valuation and accounts
- Provision of Statutory Money Purchase Illustration
- Submission of standard regulatory returns
- Implementing legal and regulatory changes
- Opening and operating the SIPP bank account

In addition to the above, the annual fee covers the maintenance of the scheme (tax efficient wrapper)

Protected Rights SIPP Fees (when set up within the main PY SIPP)

Establishment fee	£154
Annual administration fee	£271

Taking Benefits

Establishing drawdown	£432
Drawdown reviews	£308
Pension payments/lump sums in excess of your allowance (per annum)	£186
Annuity purchase	nil

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Other Fees

Transfers in	£74 per policy at all times
Transfers out - full or partial	nil
Transfers out - full or partial to a ROPS	£432
Death claims	Time-costed at £186 per hour (minimum £465)
Transfer of personal asset	Time-costed at £123 per hour
Full additional scheme valuation	Time-costed at £123 per hour
Additional scheme valuation/projection (based on last annual valuation)	£62
HMRC & FCA exception reporting	£186 per annum
Meetings	Time-costed at £186 per hour
Change of IFA and notify investment house	£62
Providing scheme information	Time-costed at £123 per hour
Copy bank statement	£37 per quarter

New Investment Transactions

Unquoted share purchase	1% of acquired shares' value (minimum £616)
Unquoted share sale	Time-costed at £186 per hour (minimum £620)
Share offer for unquoted shares	£186
Private equity share issues	£186
Investment transactions	£37 per transaction i.e. encashments, purchases, switches, moving money, etc. - billed monthly
Loans, including loan to SIPP, loan note, borrowing, etc.	Time-costed at £186 per hour

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Property Fees (fees quoted are per property)

Property acquisition (UK and/or abroad)	Time-costed at £186 per hour, billed monthly (minimum £1,488)
Property development	Time-costed at £186 per hour, billed monthly (minimum £992)
Property syndicate agreements (10+ members)	£186 per member
Property partnership agreements (2-9 members)	£186 per member
Property joint ownership agreements	£1,231
VAT registration (if required)	£246
Sales/transfers out	Time-costed at £186 per hour, billed monthly (minimum £620)
Transfers in specie (SIPP to SIPP)	Time-costed at £186 per hour, billed monthly (minimum £620)
Environmental search	£369 initial report - further investigations will incur additional charges
Property insurance	As per premium quoted on block policy (where agreed insurance is arranged independently, a £186 administration fee may be charged annually in advance)

Curtis Banks Limited receive a portion of the premium paid under the property insurance to pay for the administration of the policy.

Annual Property Fees

Annual administration fee	Time-costed at £123 per hour, billed monthly (minimum £369)
VAT returns	£222, billed quarterly
Multiple tenancy	£149 (per tenant where more than one incumbent), billed annually in advance

We reserve the right to charge for any work requested that is not covered by this fee schedule. This would be notified to you in advance and charged on a time-cost basis at £123 or £186 per hour, depending on the complexity of the work.

We reserve the right to change fees; any such changes will be notified in writing with a minimum of one month's notice.

We will charge interest on overdue fees (if not paid within 30 days) at 3% above Barclays Bank plc's base rate.

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Note: No fees will be refunded in part or full when a transfer out is initiated. This includes but is not limited to annual, and income facility fees.

Bespoke work that is not covered under this fee schedule will be charged at the above hourly rate. A quote will be provided in advance.

For further information on your cSIPP please refer to our Key Features Document.

Adviser Charging

If you have appointed a Financial Adviser you may agree for them to receive initial and recurring remuneration from your Curtis Banks product and/or your Phoenix CSIPP investments as detailed in the Key Features Document. Your Financial Adviser will be able to give you more details.

How does VAT apply to fees?

All fees are subject to VAT.

Where can I find further information?

For further information on the Phoenix CSIPP please refer to our Key Features Document, which can be obtained from your Financial Adviser or directly from us by visiting www.curtisbanks.co.uk or calling **0370 414 7000**.

Accessing our services

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please contact our Client Management Team on 0370 414 7000 or cmt@curtisbanks.co.uk to discuss any support adjustments that may be available to you.

Notes

Notes



Curtis Banks Limited is a company registered in England & Wales (registered number 06758825) and is authorised and regulated by the Financial Conduct Authority (number 492502) with its registered address at Dunn's House, St Paul's Road, Salisbury, SP2 7BF.

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3 Temple Quay
Bristol
BS1 6DZ
t 0370 414 7000
f 0117 9292514

www.curtisbanks.co.uk