

# **SCHEDULE OF FULL SIPP FEES**

**JULY 2025**

**This document helps you understand the fees for establishing and administering a Full SIPP. It also provides you with a comprehensive guide to all transaction costs, and answers frequently asked questions about charges.**

Please see the notes on Page 3 of this document for details of how these fees are applied to Group SIPPs, where a SIPP is established with multiple members under a single Supplemental Deed.

## ► Basic Charges

<b>Establishment Fee</b>	£350
<b>Annual Administration Fee</b>	£850 per annum <sup>1</sup>

1. This Annual Fee will continue to be paid for a Flexi-Access Drawdown Beneficiary - lump sum payment, where such a benefit is made available following the member's death.

## ► Contributions/Transfers-In

<b>Cash Contributions</b>	Nil
<b>Transfer-In of existing pension benefits held with other providers</b>	Origo transfers: Nil Paper discharge forms: £75 per transfer In-Specie transfers (excluding property): £250 per asset
<b>In-Specie Transfer of Property from Another Registered Pension Scheme <sup>1</sup></b>	£500 per property

1. Additional legal fees will apply to these transactions and other fees may also apply.

## ► Standard Assets

<b>Standard Assets (e.g. Listed Securities, Managed Funds)</b>	No additional costs applicable
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## ► Payment of Benefits

<b>Relevant Benefit Crystallisation Event</b> (Including payment of Pension Commencement Lump Sum)	£300 per tranche
<b>Payment of Capped or Flexi-Access Drawdown Income (Bulk Payroll)</b>	£220 per annum
<b>Ad Hoc Payment of Capped or Flexi-Access Drawdown Income</b>	Additional £220 per payment
<b>Calculation and Payment of Uncrystallised Funds Pension Lump Sum</b>	£400
<b>Payment of Whole Fund in Year 1</b>	£275
<b>Capped Drawdown Reviews</b>	£200
<b>Conversion from Capped to Flexi-Access Drawdown</b>	£200
<b>Annuity Purchase</b>	£250
<b>Calculation and Payment of Death Benefits <sup>1</sup></b>	Time Cost subject to a minimum of £500
<b>Production of Transitional Tax-Free Cash Sum Certificates</b>	£150

1. Where the beneficiary needs to be appointed as a Trustee an Additional Deed Fee of £300 + VAT will be applicable (please see miscellaneous).



## ► Investing In Property

<b>UK Property Purchase</b> <sup>1, 2</sup> (Property located in England, Scotland, Wales and N. Ireland)	£980
<b>UK Property Purchase at Auction – preparation of pre-auction documentation (non-refundable)</b> <sup>4, 5</sup>	£500
<b>Syndicated / Joint Property Purchase Supplementary Fee</b>	£150 per additional party involved
<b>Borrowing Fee</b> <sup>1, 3</sup>	£300
<b>Annual Property Administration Fee</b>	£550 per annum per property with single tenant or untenanted
<b>Additional Tenant</b>	£150 per annum per tenant
<b>Building Plots, Development Land (dormant) &amp; Untenanted Property / Land</b> <sup>6</sup>	£200 per annum
<b>Development work on land &amp; property in SIPP (single contractor)</b>	Time Cost subject to a minimum of £200
<b>Development work on land &amp; property in SIPP (multiple contractors or self-managed project)</b>	Time Cost subject to a minimum of £400
<b>Lease Renewals / New Lease / Assignments / Lease Surrender</b> <sup>1</sup>	£330
<b>VAT Registration and Returns (first property) Administered by Westerby</b>	Registration £300 Returns £400 per annum
<b>VAT Registration and Returns (additional properties) Administered by Westerby</b>	Registration £100 Returns £100 per annum
<b>Provision of information for VAT Returns (where returns are submitted by a third party)</b>	Time Cost subject to a minimum of £200
<b>Sale of Property</b> <sup>1</sup>	£600

1. Additional legal fees will apply to these transactions and other fees may also apply.

2. If the property purchase does not proceed for any reason, Westerby reserve the right to charge fees on a pro rata basis for any work already carried out.

3. Plus an additional annual administration fee on a time cost basis if the lender is a connected party.

4. If purchase at auction is successful the £500 fee will be deducted from the final property purchase fee payable.

5. Westerby must be notified at least 10 working days prior to the auction date of your interest to purchase the property.

6. Land such as agricultural or woodland.

## ► Miscellaneous

<b>Pension Sharing on Divorce</b>	Time Cost subject to a minimum of £500
<b>Additional Deeds (e.g. Adherence / Appointment)</b>	£300
<b>Reminder Letters on Matters Outstanding Over 90 Days</b>	£30 per letter
<b>Ad Hoc Fund Valuations</b>	£75
<b>Specialised Miscellaneous Work (Work in addition to our listed services to be provided, e.g. loan / rent recovery on matters outstanding over 90 days and extraordinary investment work)</b>	Time Cost
<b>Any extra work outside the Fee Schedule description</b>	Time Cost



## ► Transfer-Out

Transfer-Out Charge (Cash Element)	£300
Transfer-Out In-Specie Supplementary Fee	£300 per asset
Transfer-Out to QROPS	Time Cost subject to minimum of £500

## ► Group SIPPs

Where a SIPP has been established as a Group SIPP (with multiple members under a single Supplemental Deed) the fees quoted above are per member of the Group.

## ► Bank Commissions

As well as the above fees the nominated SIPP bank may make payments to Westerby Trustee Services Limited. Where the nominated bank is Metro Bank, the payments will be subject to a minimum of 0.65% per annum (or such lower amount as Metro Bank might make available) of any cash deposits held in your account. The percentage paid to Westerby will be detailed in your annual SIPP valuation report.

This means that if you held an average balance of £10,000 in your SIPP bank account with Metro Bank, Westerby could receive:

Example Interest rate share	Example annual payment received
0.65% p.a.	£65
0.75% p.a.	£75
1.00% p.a.	£100
1.5% p.a.	£150
2.0% p.a.	£200

## ► Standard Assets (If readily realisable within 30 days)

- Cash
- Cash Funds
- Deposits
- Exchange Traded Commodities
- Government and Local Authority Bonds and other Fixed-Interest Stocks
- Investment Notes (Structured Products)
- Shares in Investment Trusts
- Managed Pension Funds
- National Savings & Investments Products
- Permanent Interest Bearing Shares
- Physical Gold Bullion
- Real Estate Investment Trusts
- Shares and other Securities admitted to trading on a regulated venue
- UK Commercial Property
- Units in Regulated Collective Investment Schemes

## ► Services to be Provided

### Establishment Services

- Provision of Trust Deed and Rules
- Appointment of Scheme Administrator and Professional Trustee
- Establishment of bank account(s)
- Establishment of administration records
- Signature of transfer discharge forms in relation to any existing pension provision to be transferred in

### Annual Trusteeship & Scheme Administration Services

- Professional Trusteeship
- Ongoing responsibility as Scheme Administrator
- Maintenance of member records
- Operation of bank account(s)
- Technical assistance regarding operation of Scheme
- Annual Scheme Valuation Report
- Completion and submission of Registered Pension Scheme Annual Return, Event Report and Accounting for Tax Returns to HM Revenue & Customs

## ► Contribution / Transfers

### Cash Contributions

- Receipt and banking of contributions
- Reclamation of Tax Relief
- Provision of contribution certificates if required

### Cash Transfers from Other Pension Schemes

- Submission of transfer requests via Origo
- Review and signing transfer documentation

### In-Specie Transfer of Property from Another Scheme

- Liaison with transferring Scheme Administrator
- Inspection and signature of property transfer documentation
- Arrangement of buildings insurance (if using our block policy)

### Property Investment

#### Property Purchase

- Feasibility study / technical assistance prior to purchase
- Appointment of Solicitor
- Appointment of Valuer (if applicable)
- Inspection and signature of property purchase and lease documentation
- Arrangement of buildings insurance (if using our block policy)

### Borrowing

- Appointment of lender
- Verification that the proposed borrowing will not exceed the maximum permitted by HM Revenue & Customs legislation
- Inspection and signature of legal documents related to any borrowing

### Annual Property Administration

- Invoicing and banking of rental income
- Monitoring of rent and loan repayments
- Maintenance of adequate buildings insurance (if using our block policy)
- Appoint Valuer for rental reviews when due
- Review and payment of property invoices

### Lease Renewals / New Lease / Lease Assignments / Lease Surrenders

- Appointment of Solicitors
- Appointment of Valuer where necessary
- Review and signing of paperwork

### VAT Registration of SIPP

- Completion and submission of application to HM Revenue & Customs registration unit on behalf of the Scheme
- Completion and submission of "Option to Tax" forms in relation to property
- Maintenance of VAT records

### VAT Return

- Completion and submission of quarterly VAT Returns

### Sale of Property

- Appointment of solicitor
- Inspection and signature of legal documentation

### Investments

- Processing of application forms

## ► Payment of Benefits

- Calculation and payment of maximum allowable Pension Commencement Lump Sum
- Establishment of Flexi-Access Drawdown
- Payment of income under Capped or Flexi-Access Drawdown
- Calculation and payment of Uncrystallised Funds Pension Lump Sum
- Deduction and payment of Income Tax to HM Revenue & Customs
- Provision of Payslips and Year-End P60



## Capped Drawdown Reviews

- Review of maximum allowable pension as required by legislation or at the member's request

## Annuity Purchase

- Disinvestment of assets
- Signature of the Annuity Purchase Form
- Transfer of funds

## Pension Sharing on Divorce

- Provision of information to the member or legal representatives
- Implementation of Pension Sharing Order

## Payment of Death Benefits

- Calculate and arrange payment of any tax charges due
- Payment of Lump Sum Benefit In Cash or by Asset Transfer
- Establishment of beneficiaries Flexi-Access Drawdown
- Completion of any necessary HM Revenue & Customs reporting

## Transfer-Out

- Transfer of member's fund to another UK Registered Pension Scheme

**Any services not noted above or ancillary functions provided are classed as specialised, and will be charged on a time-cost basis. We reserve the right to invoice Schemes for any additional disbursements incurred as a result of regulatory changes or directives from HM Revenue & Customs.**

## ► Example Scenario – Getting Started

An adviser recommends a Full SIPP for a client. The client has three pension funds with other providers which will all be transferred as cash. Two of the transfers can be made via the Origo online transfer system, the third requires a paper discharge form.

In this scenario, the client's adviser is happy to facilitate the transfer which means that they have requested pension discharge forms from the current providers and, once received, they send them to the SIPP Administrator.

The SIPP Administrator establishes the SIPP and sets up a bank account. Within a short period, the other providers transfer their funds to the SIPP bank account. The SIPP Administrator tells the adviser when the expected funds have been transferred. The adviser then implements the investment strategy they have agreed with the client.

## What would the costs for this be?

SIPP Establishment	£350
Transfer-In Charge (paper discharge form)	£75
SIPP Annual Administration Fee (Taken in advance)	£850
<b>Sub Total</b>	<b>£1,275</b>
VAT at 20%	£255
<b>Total</b>	<b>£1,530</b>

## Ongoing costs

### Investing solely in Standard Funds and Listed Equities

SIPP Annual Administration Fee	£850
SIPP Investment Dealing Charges (If applicable)	Nil
<b>Sub Total</b>	<b>£850</b>
VAT at 20%	£170
<b>Total</b>	<b>£1020</b>

**Investment Fees** - Please contact the investment provider for details of applicable charges.

**Fund charges** - Annual management fees and initial charges for the funds in which you invest. Your Financial Adviser will provide you with details of these charges.

**Advisers Fees** - Your Financial Adviser will confirm any fees payable to them for this transaction. These are in addition to the SIPP fees shown above and can be paid from your SIPP if required.

## ► Example Scenario – Buying Commercial Property

The client then decides to purchase a commercial property.

The adviser disinvests the existing investments, and the SIPP fund is used to acquire commercial property. In addition to the SIPP fees, the client also expects to pay for a valuation as well as solicitor's fees and stamp duty (if applicable). These can all be settled from the SIPP fund.

The annual property administration fee covers various aspects of managing the property, including the invoicing and receipt of the rent from the tenant.

We have assumed that VAT is not applicable to the property purchase price.

## What would the costs for this be?

### Acquiring the property

Sipp Disinvestment Dealing Charges	Nil
Property Purchase Fee	£980
Borrowing Fee (if applicable)	£300
Sub Total	£1,280
VAT at 20%	£256
<b>Total</b>	<b>£1,536</b>

### Ongoing costs

Sipp Annual Administration Fee	£850
Property Administration Fee	£550
Sub Total	£1,400
VAT at 20%	£280
<b>Total</b>	<b>£1,680</b>

## ► Example Scenario – Taking Benefits

After several years, the client decides to start drawing benefits from their SIPP. They decide to take their maximum allowed tax free cash along with a regular monthly income using the flexi-access drawdown facility. Should the client decide to stop drawing income, the annual income charge will no longer apply from the following tax year.

## What would the costs for this be?

### Taking benefits from the SIPP

To Crystallise (initiate benefits)	£300
VAT at 20%	£60
<b>Total</b>	<b>£360</b>

### Ongoing costs

Receive Income (annual charge)	£220
SIPP Annual Administration Fee	£850
Property Administration Fee	£550
Sub Total	£1,620
VAT at 20%	£324
<b>Total</b>	<b>£1,944</b>

## ► Terms & Conditions

### General Notes

- All fees shown are subject to the addition of VAT at the standard rate of 20%.
- Fees shown as annual or per annum are payable annually in advance.
- Fees will be deducted directly from your SIPP bank account approximately 5 days after the relevant invoice has been issued.
- Fees paid annually in advance will be refunded, in part, if the assets of a SIPP are fully and finally transferred to another Scheme, or are paid out fully and finally in providing benefits, within a twelve-month period for which fees have been paid in advance. Any such refund will be calculated by reference to the number of full months remaining within the relevant twelve-month period.
- Additional fees for specialised work will be charged on a time-cost basis. Where we intend to charge for our services on a time-cost basis, we will notify you in advance of carrying out the work and provide an estimate of the costs. The cost will depend on the expertise and seniority of our staff involved and the time it takes to carry out the work. Work may involve multiple members of staff and thus different hourly costs may be applicable, but these currently range from a scale of £175 to £450 per hour. We will require clients to agree to costs in advance of any work being undertaken and reserve the right to request that all or some of the specialised work fees are paid in advance.

We will always endeavour to allocate work to the lowest fee tier but please note that for complex matters multiple staff of differing seniority may need to be involved.

- If you instruct us to carry out a transaction and you then change your mind, we reserve the right to charge fees on a pro-rata basis, for any work already carried out in relation to the transaction. Fees may also be due to Solicitors and any other professional advisers, for any work already carried out in relation to the transaction.
- Fee reviews will be effected on 1st July each year.
- We reserve the right to increase the level of charges, or make additional charges, for any additional work, additional investment types or documentary requirements arising from future legislative or regulatory changes or HM Revenue & Customs directives.
- We reserve the right to amend or terminate the terms of this agreement on the provision of one month's notice in writing.
- Legal fees and disbursements, lender's fees, valuation fees, and any other fees due to third parties in relation to your investments or professional advice received in respect of your SIPP, are payable in addition to the administration fees shown above.

### Non-Payment of Fees

In the event of the non-payment of fees due to Westerby Trustee Services Limited, or to any third party in relation to your SIPP investments or professional advice received in relation to your SIPP, Westerby Trustee Services Limited reserves the right to:

- a) Request that you settle the outstanding fees personally.
- b) Request that additional contributions are made to your SIPP(s) to cover the outstanding amount(s) (subject to such contribution limits as HM Revenue & Customs may determine at the time).
- c) Disinvest any investments held for your benefit in order to meet any outstanding fees.
- d) Cease the provision of administrative services until such time as the outstanding fees are met.
- e) Any additional fees incurred that are chargeable as a result of non-settlement of fees will be invoiced to the Scheme in line with our Terms and Conditions.

