



The  
**GPC SIPP**  
Providing Pension Trustee & Administration  
Services for Self-Administered Pensions

## SSAS fee schedule

---

This document helps you understand the fees for establishing and administering your SSAS

## SSAS Establishment Charges

Cash only (fixed bond accounts)	£500
Regulated stocks & shares	£750
Self investment; loan/commercial property	£995
Takeover	£Nil up to £500 *

## Annual Administration

Cash only (fixed bond accounts)	£50 per month
Regulated stocks & shares	£75 per month
Self investment; loan/commercial property	£100 per month

## Work not covered by the annual administration fee:

## Investing in property

Property purchase (using preferred solicitor)	£500
Property purchase (using other solicitor)	£650
New lease/tenancy agreement	£195
Variation of existing lease	£95
VAT registration	£175 **
Completion of VAT return (per annum)	£200
Property sale	£250
New Mortgage	£300

## Transfers in

In specie property transfer	£500
In specie investment transfer	£250

## Administration

Appointment of additional trustee/new member	£350
Addition of participating employer	£350
Pension scheme return(Included within annual administration fee)	£NIL
Self assessment tax return	£150
Pension sharing order	Time cost

## Investments

Loan to company	£500 ***
Self investment share purchase	£995

## Benefits and payments per member

<b>CAPPED (Pre 06/04/2015)</b>	
Capped drawdown Pension Review	£160*****
Annual Capped Drawdown	£55
PAYE Setup	£55
Additional Fund Designation	£160
<b>FLEXIBLE (Post 06/04/2015)</b>	£150
Annual Flexible Drawdown fee	
Administration fee (based on the whole fund being taken immediately)	£350****
<b>UFPLS ( Post 06/04/2015)</b>	
Uncrystallised fund pensions lump sum (UFPLS)	£50
Annuitiy Purchase Fee	£160

## Transfers out

Per member	£500
Sale of Unquoted Shares	£500

### Notes

All fees are subject to VAT

Fees will be increased on the Scheme Anniversary, in line with the annual increase to the (September) Average Weekly Earnings Index.

The Royal Bank of Scotland will pay credit interest at a rate of 0.15% Gross/AER p.a. It will be paid monthly.

The property fee does not include solicitor's fees

We outsource some of our actuarial work. This is charged at cost

GPC SIPP Ltd reserve the right to charge a proportionate fee for any work undertaken on an aborted or pending transaction. GPC SIPP Ltd reserves the right to implement a charge for any change in legislation which imposes an excessive amount of work on GPC SIPP Ltd as a company.

\* Dependant on number of members and assets held

\*\* We do not give VAT advice and recommend that professional advice is sought from a VAT specialist

\*\*\* This does not cover any solicitor fees involved in obtaining security for the loan

\*\*\*\*Fee includes assisting with transfers in, drawdown calculations and SIPP closure

\*\*\*\*\*Pension review normally every three years

## Frequently asked questions about charges

### What does the annual fee cover?

GPC SIPP Ltd will provide the following services within the scope of the annual fee:

- i. Ensuring, with the co-operation of the Member Trustee(s), that the scheme is run in accordance with HMRC guidance and in such a way as to not jeopardise its registered status.
- ii. Acting as an intermediary between the member trustees, HMRC and other regulatory bodies.
- iii. Renewing the annual scheme registration with The Pensions Regulator, paying the annual levy and notifying any reportable changes.
- iv. Renewing the annual scheme registration with the Information Commissioner in respect of data protection legislation.
- v. Communicate with the schemes financial advisers, accountant, investment managers and solicitor.
- vi. Day to day scheme administration.
- vii. Maintain records of all correspondence and documentation.
- viii. General technical advice and administration queries.
- ix. Signatory on all scheme bank transactions and registered co-owner on all scheme investments.
- x. Investigating and actioning any changes in legislation which may affect the scheme.
- xi. Submission of the annual pension scheme returns to HMRC and The Pensions Regulator.
- xii. An annual trustees' meeting, including the preparation of agenda and minutes

### What are the fees for transfers in or for contributions?

There are no fees for cash transfers in or contributions. Additional fees would only apply for in specie payments.