

Fee schedule

Full SIPP



Hornbuckle

Your specialist pension provider






For more than 30 years we've provided our pension members with access to specialist pension products and services. Our focus is always on providing our customers with the right solution through a combination of pension and investment expertise, risk controls and service.

Understanding our fees

This fee schedule provides you with complete transparency over our fees. This ensures you have all the necessary information to fully understand the cost of running a plan with us, helping you to make an informed decision. Our pricing structure is designed to ensure our charges are appropriate for the risk and additional administration work associated with more complex asset classes. We normally require our customers to appoint and retain an appropriately regulated and authorised adviser, and additional fees may be incurred to cover the increased risks and costs involved if you do not do so.

Each section of this fee schedule is focused on a particular type of activity from opening a pension to taking benefits. It includes the details of what each fee is called, when it is charged and the amount.

Our fee schedule is divided into five sections:

	Core administration (including set-up and contributions processing) Pages 2-3
	Investments Pages 4-8
	Property Pages 9-12
	Drawdown Page 13
	Miscellaneous Pages 14-15

Time-based charges

We apply a charge for time-based activities where we provide services outside of our standard charges. It is rare for this to happen, but when it does, we will tell you in advance of the work being done. Our hourly rate for this type of work is typically £150+VAT.

Third party costs

The plan may be liable for fees relating to work completed by other professional parties (e.g. solicitors, surveyors) on our instruction as trustee. All legal fees or other expenses that are incurred by us in relation to an account or investment transfer will be charged to you.

This fee schedule is effective from 1 February 2018 until further notice.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.

This fee schedule applies to the following pension plans and forms part of their terms and conditions: Hornbuckle Mitchell SIPP, The Private Pension, The Hornbuckle Mitchell Private Pension. You can find these documents on our website www.hornbuckle.co.uk.

To discuss the fees covered in this document, please contact your adviser or our Client Servicing team on **0844 728 9090*** or email clientservicing@hornbuckle.co.uk.

* Calls to this number will cost you 3.90 pence per minute (PPM) for landline and 22.0 PPM for mobiles, plus your phone company's access charge of up to 5.0 PPM for non-internet users.



1A: Setup and management fees

To establish a SIPP plan we undertake a range of activities, including setting up a banking facility for the plan and processing cash transfers from other pension schemes, if you want to consolidate your pension savings in your SIPP.

Our core administration fees cover a number of activities related to the ongoing management of your plan, including our tax and regulatory reporting duties. These fees are in addition to any fees related to specific investment types, which are covered in later sections of this document.

Our annual management fees depend on the type of assets held in your plan. For details of which asset types fall into the different categories set out below, you can refer to the separate permitted investments schedule on our website:

www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Set-up	When setting up your SIPP plan	N/A	No charge
Cash transfer fee	When making a cash transfer of the value of benefits from another pension scheme direct to the bank account of your SIPP plan		No charge

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Annual management fee (traditional investments)	Annual management fee if your SIPP plan holds only traditional investments	Annually in advance and then on your plan renewal date	£595 per plan ¹
Annual management fee (non-traditional investments)	Annual management fee if your SIPP plan holds any non-traditional investments		£675 per plan ¹
Non-advised client² supplement - UK and non-UK resident	Monthly fee for any period during which you have not appointed a suitable adviser	Monthly in arrears (following the date that you cease to have an adviser)	£10 per member
Migration fee (single investment to full SIPP)	When moving from a single investment SIPP structure to full SIPP (because of the purchase of additional asset(s), or investment in commercial property)	N/A	No charge

¹ For group arrangements, the annual fee is payable by each member

² You are a non-advised client if you do not currently have an appropriately regulated and authorised financial adviser, onboarded by us, appointed to manage your SIPP plan.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



1B: Contribution processing

Our plans provide you with a range of options to make ongoing contributions as detailed here. We generally do not charge for making contributions to your plan unless they are paid in by cheque.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Regular or ad hoc contribution	When setting up a regular (monthly or quarterly) contribution or making an ad hoc contribution by direct debit ³	N/A	No charge
Varying a regular contribution	When instructing us of a change (amount, frequency, etc.) to a series of regular contributions		
Ad hoc contribution – cheque	When processing a cheque payment in or out of your plan, including contributions.	In advance	£150 per event

³ Note that this payment method may not be available for your plan. We will inform you if direct debit is available for your plan.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
RAS⁴ regular processing	When processing a relief at source claim	N/A	No charge
RAS⁴ pre-funding fee (regular contributions)	Fee for pre-funding tax relief before received from HMRC where this service is provided	In advance	£25 per annum
RAS⁴ pre-funding fee (ad hoc contributions)			£35 per contribution ⁵
RAS⁴ ad hoc processing	When processing a relief at source claim		£40 per event

⁴ Relief at source (RAS) is the process of applying basic rate income tax relief to personal contributions (i.e. contributions other than those paid by your employer). This service is not available to all clients.

⁵ Minimum ad hoc contribution of £500 applies.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



2A: Investment due diligence and evaluation

Our SIPPs offer you the ability to invest in a wide range of investment products, which can be of a physical or intangible nature, listed or unlisted, regulated or non-regulated. Our activity pricing reflects the risk, complexity and administration cost involved in supporting such transactions and holdings.

Before permitting a purchase or transfer in (an “in specie transfer”) of certain investments into your SIPP plan we may require the payment of a due diligence and evaluation fee, depending on the asset involved. This is in addition to the administration fee charged for the purchase or transfer of the asset. Note that due diligence fees for commercial property investments are covered in a later section.

For details of which asset types fall into the different categories set out below, you can refer to the separate permitted investments schedule on our website: www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Due diligence fee – non-UK portfolio services (DFM, bonds and brokerage)			£200 per provider
Due diligence fee – specialist investments – specialist collectives	For the due diligence process involved before we permit the purchase or transfer of an asset into your SIPP plan	In advance, on receipt of an instruction to purchase or transfer the investment	£400 per asset
Due diligence fee – collective investments (non-regulated) – unlisted securities and related instruments			£500 per asset

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



2B: In specie transfers in and transfers out

We do not charge a fee in relation to cash transfers into your SIPP plan.

For transfers of assets (“in specie transfers”) into or out of your SIPP plan, our fee depends on the type of asset(s) involved. Note that fees for in specie transfers of commercial property investments are covered in a later section.

For details of which asset types fall into the different categories set out below, you can refer to the separate permitted investments schedule on our website: www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
In specie transfer - cash and treasury accounts - collective investments (regulated) - listed securities	When making an in specie transfer of an asset in or out of your SIPP plan	N/A	No charge
In specie transfer - UK portfolio services (DFM, bonds and brokerage)			£120 per asset
In specie transfer - non-UK portfolio services (DFM, bonds and brokerage)		On completion for transfers in / in advance for transfers out	£145 per asset
In specie transfer - collective investments (non-regulated) - specialist collectives - specialist investments - unlisted securities and related instruments			£490 per asset

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



2C: Investment initial purchase and full disinvestments

This section lists the administration fees charged for an initial purchase or full sale of an investment.

Fees for in specie transfers in are covered in the previous section.

Top-ups to and partial sales of existing investments in your SIPP plan are covered in the next section.

Purchase fees for commercial property investments are covered in a later section.

For details of which asset types fall into the different categories set out below, you can refer to the separate permitted investments schedule on our website: www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Initial purchase / full sale – cash and treasury accounts – UK portfolio services (DFM, bonds and brokerage) – listed securities – collective investments (regulated)	For the initial purchase or full sale of an investment	N/A	No charge
Initial purchase / full sale – non-UK portfolio services (DFM, bonds and brokerage)			£250 per event
Initial purchase / full sale – collective investments (non-regulated)			£400 per event
Initial purchase / full sale – specialist investments – specialist collectives		In advance, following the completion of due diligence where relevant	£400 per asset
Initial purchase / full sale – unlisted securities and related instruments			£750 per event
Initial purchase / full sale – non-UK unlisted securities and related instruments			£1,250 per event

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



2D: Investment top-up and partial disinvestments

This section lists the administration fees charged for topping up or making a partial sale of an existing holding in your SIPP plan. For details of which asset types fall into the different categories set out below, you can refer to the separate permitted investments schedule on our website: www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Top-up / partial sale - cash and treasury accounts - UK portfolio services (DFM, bonds and brokerage) - listed securities - collective investments (regulated)		N/A	No charge
Top-up / partial sale - non-UK portfolio services (DFM, bonds and brokerage)			£250 per event
Top-up / partial sale - collective investments (non-regulated) - specialist investments - specialist collectives	For a top up to or partial disinvestment from an investment already in your SIPP plan	In advance	£400 per event
Top-up / partial sale - unlisted securities and related instruments			£750 per event
Top-up / partial sale - non-UK unlisted securities and related instruments			£1,250 per event

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



2E: Investment annual administration

We charge additional recurring administration fees for holding some investment types, as detailed below. For details of which asset types fall into the different categories set out below, you can refer to the separate permitted investments schedule on our website: www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Custody of asset certificates fee	Annual custody fee charged for holding deeds, share certificates and other tangible assets	Annually in advance from the purchase date of the investment	£50 per asset
Investment administration - non-standard borrowing / lending monitoring	Annual fee when holding the investment type	Annually in advance from the commencement date of the loan	£175 per asset
Investment administration - unlisted securities		Annually in advance from the purchase date of the investment	£175 per asset
Investment administration - offshore investment supplement			£210 per asset

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



3A: Property investment and sale

We support commercial property investment and administration across a number of key stages in the lifecycle:

- **Due diligence:** We will provide an evaluation of a commercial property to ensure we are able to confirm an investment is eligible for your plan.
- **Transfer in / purchase:** We will provide support for the purchase of a commercial property, liaising and co-ordinating with other third party professionals including lenders, solicitors and the ceding provider as required.
- **Administration:** We will provide ongoing administration of a commercial property including plan maintenance, correspondence, payment of related invoices, borrowing administration and regulatory reporting. This will also cover ongoing liaison and co-ordination with any relevant third party professionals. We will facilitate professional property services as required by the plan and / or asset. All properties must be insured and have a full repairing and insuring (FRI) lease in place.
- **Transfer / sale:** We will support the sale and / or transfer out of a commercial property from your plan. This will include liaison with third party professionals and, where applicable, the receiving provider.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Due diligence fee - commercial property	For the due diligence process involved before we permit the purchase or transfer of an asset into your SIPP plan	In advance	£150 per asset

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Purchase / sale - UK commercial property (single tenant) - UK commercial property (multiple tenants) - UK land	When purchasing or selling all or part of a commercial property	In advance, following the completion of due diligence	£475 per event
Purchase / sale - UK hotel or leisure investment	When purchasing or selling all or part of a commercial property		£850 per event
In specie transfer - commercial property	When making an in specie transfer in or out of your SIPP plan of all or part of a commercial property	In advance	£550 per event ⁶
Sale - Non-UK property	When selling all or part of a non-UK property	On completion	Time-based charge ⁷

⁶This fee is charged instead of, not in addition to, the purchase fee for the property type.

⁷We will apply a charge for time-based activities where we provide services outside of our standard charges. We will tell you in advance of the work being done. Our hourly rate for this type of work is typically £150+VAT.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



3B: Property administration

Our core property administration fees cover most of the activities associated with the pension administration of the property within a registered pension scheme, including our tax reporting and other regulatory responsibilities. Additional fees for certain property investments are covered in the next section.

We have arranged with national property manager, Lambert Smith Hampton, to provide a packaged administration and treasury service. You may arrange for the appointment of your own professional property manager, or choose to manage the property yourself (in which case an additional risk premium applies).

For details of which property types are covered by each of the categories below, you can refer to the separate permitted investments schedule on our website: www.hornbuckle.co.uk/products-and-services/investments.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Property administration - Land	Annual fee for the administration of the property type	Annually in advance, from the purchase date of the property	£310 per asset
Property administration - UK single tenant (office only) property			£365 per asset
Property administration - UK multi-tenant property - UK other / non-office property			£485 per asset
Property administration - Non-UK property (all types)			£1,200 per asset

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Full property management	When appointing our panel property manager, Lambert Smith Hampton, on a full property management basis	Annually in advance, and then on the anniversary of the purchase date of the property	£2,000 per asset ⁸
Self-managed risk premium	When managing a property without appointing a professional, independent property manager	Annually in advance, and then re-tested and billed on the anniversary of the purchase date of the property	£200 per asset

⁸Inclusive of Lambert Smith Hampton's charges.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



3C: Property ancillary fees

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Change of tenant processing	For arranging the change of any tenant of a commercial property held in your SIPP plan	N/A	No charge
Change of insurer	For arranging a change in the insurer of a commercial property held in your SIPP plan	In advance	£50 per event ⁹
Connected party supplement	Annual fee for the administration of a UK commercial property or land with one or more connected tenants	Annually in advance, from the purchase date of the property	£75 per member
Regular VAT return	For completing a VAT return in relation to a commercial property investment	In advance	£80 per event
Non-block insurance risk fee	For insuring a property in your SIPP under a policy other than our block insurance policy ¹⁰	Annually in advance, and then on the anniversary of the purchase date of the property	£150 per asset
VAT registration / set-up	For registering or deregistering a SIPP plan for VAT returns in relation to a commercial property the owner has opted to tax for VAT	On the occurrence of the event (or upon discovery)	£200 per event
Uninsured property fee	Where you fail to arrange the insurance of a commercial property (including land) held in your plan.		£200 per event ¹¹
Connected party rent default (per quarter)	Fee in the event that a connected person defaults on a rent payment in relation to a commercial property held in your SIPP plan	Quarterly in arrears (following the default, if not corrected)	£250 per asset
Valuation default surcharge	Where you fail to arrange a valuation of a commercial property to comply with any regulatory or legislative requirement, and we are required to do so on your behalf	On the occurrence of the event (or upon discovery)	£300 ¹²

⁹In addition to the non-block insurance risk premium, if applicable.

¹⁰Our block insurance policy is currently provided by Allianz Insurance plc. We can choose a different insurer at our discretion

¹¹In addition to the recovery of the applicable block insurance premium for the period during which the property is uninsured.

¹²This fee is in addition to the chartered surveyor's costs for the valuation.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



3D: Property mortgage administration and monitoring

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Mortgage arrangement / re-arrangement fee - panel lender ¹³ - non-panel lender	When arranging or re-arranging a loan	On the occurrence of the event (or upon discovery)	£100 per loan
Mortgage completion / final payment and closure admin	When arranging the final repayment and closure of a mortgage facility		£160 per loan
Annual loan admin fee (panel lender¹²)	Annual loan administration fee	Annually in advance, and then on the anniversary of the arrangement date of the mortgage	£185 per loan
Annual loan admin fee (non-panel lender)			£220 per loan

¹³ Our panel lenders are Barclays and Royal Bank of Scotland.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



4A: Drawdown

Our SIPPs offer a range of retirement income options across capped drawdown, flexi-access drawdown (FAD) and uncrystallised fund pension lump sums (UFPLS).

Here we provide details of what fees are included to set-up and maintain these arrangements, enabling you to take income from your plan.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Flexi-access drawdown initial set-up	When setting up a new flexi-access drawdown arrangement, designating additional funds for flexi-access drawdown or converting an arrangement from capped drawdown	N/A	No charge
Ad hoc pension income instruction processing	When making a one-off payment of income from part of your SIPP plan already designated for the payment of drawdown pension, or making a lump sum payment (PCLS ¹⁴ or UFPLS ¹⁵)	In advance	£50 per event
Annuity purchase	When using all or part of your plan to purchase an annuity		£145 per event
Capped drawdown review / additional designation	When reviewing your maximum pension income or designating additional funds for capped drawdown		£160 per arrangement ¹⁶
Annual drawdown fee	Annual fee for the administration of your SIPP plan where you have designated all or part of your plan into drawdown ¹⁷	Annually in advance (and then on the anniversary of first entering drawdown)	£195 per member

¹⁴ Pension commencement lump sum.

¹⁵ Uncrystallised funds pension lump sum.

¹⁶ Excludes third party valuation costs.

¹⁷ This fee applies whether a pension income is actively drawn or not.



5A: Miscellaneous

We have a range of fees to cover occasional supplementary activities in relation to your SIPP plan.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Non-maintenance of scheme minimum cash liquidity (per month)	In the event that you do not maintain our minimum cash balance requirement of £1,250	Monthly in advance, from the start of the next calendar month following the date you cease to meet the relevant requirement	£10 per month
Non-payment of fees due (per month)	In the event that you do not pay any of our administration fees when due		£10 per month
Bereavement processing	When processing the allocation and payment of benefits from your SIPP plan in the event of your death	On notification	£350 ¹⁸
Handling FX transactions	When processing a payment into or out of your SIPP plan in any currency other than sterling ¹⁸	On the occurrence of the event (or upon discovery)	£50 per event
Drawing up deeds	When drawing up custom deeds and other legal documents for your SIPP plan at your request		£250 per event
Pension sharing order processing	When processing the payment of benefits in relation to a pension sharing order		£600 per event ¹⁹
Unauthorised cash movement	In the event that you (or someone else acting on your behalf) arranges for the payment of any amount out of your SIPP, or the misdirection of a payment that should be made to your SIPP, without our approval		£350 per event
Un-facilitated investment fee	In the event that you (or someone else acting on your behalf) arranges for the purchase of an investment without our approval		£500 per event

¹⁸ Additional transaction charges may be payable if assets in your plan are required to be sold

¹⁹ If you do not organise conversion, it will be carried out by our banking partner at their prevailing rates.

All fees in this schedule are shown exclusive of VAT, which will be due in addition.



5B: Transfers out

We make certain administration charges in relation to transfers out. Where applicable these charges are in addition to any charges for the in specie transfer or sale of property and other investment types²⁰.

Description of fee	When does this fee apply?	When will the fee be collected?	Fee amount
Closed plan administration	When processing a payment in relation to your SIPP plan after the plan has been closed	On the occurrence of the event (or upon discovery)	£25 per event
Scheme wind-up	When closing your SIPP plan (because the value of your plan has reduced to nil, except as a result of a transfer out)		£125
Transfer out fee (UK resident)	When transferring out all or part of your SIPP plan if you are UK resident for tax purposes		£125 per member
Transfer out fee (non-UK resident)	When transferring out all or part of your SIPP plan if you are not UK resident for tax purposes		£250 per member
Plan closure within 12 months	When arranging for the closure of your plan within 12 months of establishment		£250 per event

²⁰ In specie transfer out and investment / property sale fees, but not the fees listed in this section, are also applicable in the event of the application of section 28.2 of the terms and conditions of your plan. For further details please refer to the terms and conditions.

Example scenarios

Establishing a Full SIPP with multiple transfers

An adviser has recommended a Hornbuckle Full SIPP to a client who is looking to transfer from another SIPP provider. The client wishes to transfer both cash and an in specie asset into their plan.

Year One Cost - Establishing the Full SIPP	
Set-up fee	Nil
Cash transfer x4	Nil
In specie transfer of UK listed securities	Nil
Annual management fee (traditional investments)	£595
Total	£595

Year Two and Ongoing Cost - Annual administration charges	
Annual management fee (traditional investments)	£595
Total	£595

Purchasing unlisted securities

A client is looking to establish a SIPP and purchase some unlisted securities in a company to which they are not connected.

Year One Cost - Establishing the Full SIPP and purchasing unlisted shares	
Set-up fee	Nil
Due diligence fee - unlisted securities and related instruments	£500
Initial purchase / full sale - unlisted securities and related instruments	£750
Annual management fee (non-traditional investments)	£675
Investment administration - unlisted securities	£175
Custody of asset certificates fee	£50
Total	£2,150

Year Two and Ongoing Cost - Annual administration charges	
Annual management fee (non-traditional investments)	£675
Investment administration - unlisted securities	£175
Custody of asset certificates fee	£50
Total	£900

All fees in this schedule are shown exclusive of VAT, which will be due in addition.

Example scenarios cont'd

Taking benefits from a Full SIPP

A client wants to start taking an income from their SIPP and after discussing this with their adviser, decides to open a Full SIPP and move immediately into flexi-access drawdown.

They take their Pension Commencement Lump Sum (PCLS) and a flexi-access drawdown pension income, payable in regular monthly instalments.

Year One Cost - Establishing the Full SIPP and setting up drawdown	
Set-up fee	Nil
Flexi-access drawdown initial set-up	Nil
Ad hoc pension income instruction processing	£50
Annual management fee (traditional investments)	£595
Annual drawdown fee	£195
Total	£840

Year Two and Ongoing Cost - Annual administration charges	
Annual management fee (traditional investments)	£595
Annual drawdown fee	£195
Total	£790

All fees in this schedule are shown exclusive of VAT, which will be due in addition.

To discuss our fees or products
in more detail please contact your
financial or professional adviser.

The details set out in this fee schedule covers all administration activities for all pension schemes including the Hornbuckle Mitchell SIPP, The Private Pension, The Hornbuckle Mitchell Private Pension.

Hornbuckle is a trading name of Embark Services Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register Number: 120820.

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