

IPS Pension Builder SIPP Charges Schedule

Charges applicable from 1 September 2020

CLOSED TO NEW BUSINESS

This Charges Schedule sets out James Hay Partnership's charges for administering your IPS Pension Builder SIPP. This is a legally binding document between you and James Hay Partnership, as Section 1 forms part of your SIPP Terms and Conditions, along with the IPS SIPP Permitted Investments List and your application form. There is a glossary at the end of this document to explain some of the terms used. For further information, please visit our website at www.jameshay.co.uk or call us on 03455 212 414.

The final column in each table shows when the charge will be applied:

Annually in advance - **A**

After completion - **C**

Section 1 - Charges

Core charges	Amount (£)	
Annual administration charge	715 + VAT	A

Benefits (withdrawals)	Amount (£)	
Annual income drawdown charge (once benefits have started, even if no income is taken)	162 + VAT	A
Income drawdown set up charge - per pension commencement lump sum (PCLS) payment (also applicable on receipt of a transfer in drawdown, even if no further PCLS is payable)	100 + VAT	C
Review of income limits on capped drawdown	150 + VAT	
Uncrystallised funds pension lump sum (UFPLS) payment	100 + VAT	

! If you fully close your IPS Pension Builder SIPP by taking a PCLS payment followed by an income drawdown payment, an annual income drawdown charge will still be payable prior to closure.

Administration	Amount (£)	
External bank account annual administration charge (per account) (excluding bank accounts with cash deposits held at a fixed rate for a fixed term)	54 + VAT	A


! Please note that we no longer accept investments into bank/deposit accounts that do not have a fixed rate for a fixed term (other than top ups to existing investments).

Investments charges

Investments	Amount (£)	
Investment manager/stockbroker account annual charge	95 + VAT	A
Specialist Investments annual charge	324 + VAT	

! Please note that we no longer accept new purchases of Specialist Investments. However, we may allow additional investments into existing holdings (known as top ups). Please see the Specialist Investments Guide on our website for further information.

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Commercial Property	Amount (£)	
UK purchase or transfer in	600 + VAT	C
Sale or transfer out	450 + VAT	
Annual property charge self managed by member (first lettable unit/lease in each property) (each additional lettable unit/lease in each property)	770 + VAT 690 + VAT	A
Annual mortgage charge	162 + VAT	
Additional member annual charge (for each additional member)	108 + VAT	
<p>Please note that the option to self manage property is only available in certain circumstances. Please see the Commercial Property Purchase and Maintenance Guide on our website for further information.</p> <p> If there are multiple SIPP owners, the commercial property charges will be split in proportion to each member's SIPP interest in the property.</p>		

Important notes

<p>Additional work</p> <p>The above charges indicate the standard work involved in administering your IPS Pension Builder SIPP. However, we may charge on a time/cost basis if we need to perform additional administration in exceptional circumstances. We will charge a minimum hourly rate of £150 + VAT, relevant to staff seniority and expertise.</p> <p>Annual charge increases</p> <p>We automatically apply increases to annual charges on 6 April each year in line with the rise in the Average Weekly Earnings (AWE) Index (or any equivalent index in the event that the AWE Index ceases to exist).</p>	<p>Regulatory/industry levies</p> <p>If any levy or taxation is imposed on us or your IPS Pension Builder SIPP, under the Financial Services Compensation Scheme or any other regulation affecting our business, we may recover an amount equal to the proportion of the levy/taxation from your IPS Pension Builder SIPP. We will give you 30 days' notice if this occurs.</p>
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Section 2 - Examples

Below is an example of the typical charges that would apply to the IPS Pension Builder SIPP, where a customer:

- Has an IPS Pension Builder SIPP with a value of £200,000
- Requests benefits of £40,000 via flexi-access drawdown (for £10,000 PCLS and a regular income)

Set up charges	(£)	Ongoing charges (per annum, including first year)	(£)
Income drawdown set up charge	100 + VAT	Annual administration charge	715 + VAT
Total	100 (excl. VAT)	Annual income drawdown charge	162 + VAT
		Total	877 (excl. VAT)

For illustrative purposes only

Below is an example of the typical charges that would apply to the IPS Pension Builder SIPP, where a customer:

- Self manages a commercial property in their SIPP

Ongoing charges (per annum)	(£)
Annual administration charge	715 + VAT
Annual property charge (self managed by member)	770 + VAT
Annual mortgage charge	162 + VAT
Total	1,647 (excl. VAT)

For illustrative purposes only

Section 3 - Questions and answers

Are there any other charges that I need to consider?

Depending on your investment choices, you may incur charges from investment managers, stockbrokers and fund managers. If you invest in commercial property, you may incur solicitor or property manager fees. Your financial adviser may also take a charge for their services, which they will agree with you. Value Added Tax (VAT) may be applicable to these charges.

Third parties may take their charges from cash they hold on your behalf, if applicable, or they may be paid from your SIPP bank account.

Can I use my SIPP bank account as an investment?

Your SIPP bank account is not a suitable investment vehicle, as it is primarily designed for holding cash over short periods whilst your investments are being made, or your benefits or charges are being paid.

What rate of interest is paid on my SIPP bank account?

The rate of interest we pay will change from time to time. The current interest rate you are receiving can be found on our website. Banks pay us extra interest due to the total amount we hold with them. We retain this extra interest as it helps us to keep down the other charges on your IPS Pension Builder SIPP.

How do these charges get paid?

We automatically deduct charges from your SIPP bank account, and do not send invoices when charges are due.

If there is insufficient cash available when charges become due, at our discretion, we may sell investments within your IPS Pension Builder SIPP to pay charges.

It is therefore important that you, or your financial adviser, regularly monitor the balance of your SIPP bank account to ensure there is sufficient cash available to pay any charges that are due.

You can find more information on the IPS Pension Builder SIPP by visiting the literature pages on our website at www.jameshay.co.uk, or by contacting us on 03455 212 414.

Glossary

Capped drawdown	A form of income drawdown with a maximum annual income limit applied. This type of drawdown is only available to those currently in capped drawdown.
Crystallisation	The act of starting to take benefits (tax free lump sum and/or income) from your IPS Pension Builder SIPP.
Flexi-access drawdown	A form of income drawdown where there is no limit on the amount of income you can take each year.
Income drawdown	Single or regular payments of taxable income taken from your IPS Pension Builder SIPP through capped or flexi-access drawdown.
Investment manager	You can instruct us to open an account with a UK based and FCA authorised investment manager. The investment manager can buy and sell investments, including those traded on a stock exchange, and they will hold those investments for your IPS Pension Builder SIPP in their custody. They can be appointed on an execution-only, advisory or discretionary basis. Please contact us to confirm if we currently operate with your chosen investment manager.
Pension Commencement Lump Sum (PCLS)	A tax free lump sum paid on commencement of income drawdown. The PCLS is usually up to 25% of the value being crystallised.
Stockbroker	You can instruct us to open an account with a UK based and FCA authorised stockbroker. You can then instruct them to buy and sell investments that are traded on a stock exchange, and they will hold those investments for your IPS Pension Builder SIPP in their custody. Please contact us to confirm if we currently operate with your chosen stockbroker.
Uncrystallised Funds Pension Lump Sum (UFPLS)	A lump sum made of a tax-free element (25%) and a taxable element (75%) that you can take from your uncrystallised pension funds.

We are able to provide literature in alternative formats. For a Braille, large print, audio or E-text version of this document call us on 03455 212 414 (or via the Typetalk service on 18001 03455 212 414).

James Hay Partnership is the trading name of James Hay Services Limited (JHS) (registered in Jersey number 77318); IPS Pensions Limited (IPS) (registered in England number 2601833); James Hay Administration Company Limited (JHAC) (registered in England number 4068398); James Hay Pension Trustees Limited (JHPT) (registered in England number 1435887); James Hay Wrap Managers Limited (JHWM) (registered in England number 4773695); James Hay Wrap Nominee Company Limited (JHWNC) (registered in England number 7259308); PAL Trustees Limited (PAL) (registered in England number 1666419); Santhouse Pensions Trustee Company Limited (SPTCL) (registered in England number 1670940); Sarum Trustees Limited (SarumTL) (registered in England number 1003681); Sealgrove Trustees Limited (STL) (registered in England number 1444964); The IPS Partnership Plc (IPS Plc) (registered in England number 1458445); Union Pension Trustees Limited (UPT) (registered in England number 2634371) and Union Pensions Trustees (London) Limited (UPTL) (registered in England number 1739546). JHS has its registered office at 2nd Floor, Gaspé House, 66-72 Esplanade, St Helier, Jersey, JE1 1GH. IPS, JHAC, JHPT, JHWM, JHWNC, SPTCL, SarumTL, IPS Plc, PAL, STL, UPT and UPTL have their registered office at Dunn's House, St Paul's Road, Salisbury, SP2 7BF. JHAC, JHWM, IPS and IPS Plc are authorised and regulated by the Financial Conduct Authority. The provision of Small Self Administered Schemes (SSAS) and trustee and/or administration services for SSAS are not regulated by the FCA. Therefore, IPS and IPS Plc are not regulated by the FCA in relation to these schemes or services. (04/19)