

# THE SUFFOLK LIFE MASTERSIPP

## Schedule of Fees

June 2023



This is a legally binding document.  
Together with:

- Trust Deed and Rules
- **Schedule of Fees**
- Schedule of Allowable Investments
- Terms and Conditions

It sets out the terms of your contract  
with Suffolk Life.

---

In order to better understand the Suffolk Life  
MasterSIPP, you should also carefully consider:

- Key Features
- Privacy Information Notice
- Your Personal Illustration

## Schedule of Fees for the Suffolk Life MasterSIPP

This schedule sets out the fees charged by Suffolk Life for operating the Suffolk Life MasterSIPP. Its purpose is to enable you to be clear about the costs you may incur for the services you require, and how they compare with the costs of other pension products. You should also refer to the Suffolk Life MasterSIPP Key Features, Terms and Conditions and Schedule of Allowable Investments, as well as your Personal Illustration, for further information.

There are simple standard fees for all the basic work in operating the SIPP, and there are additional fees for the main items of extra work which may apply at some stage. By looking at the standard and additional fees listed below, you should be able to form a clear picture of the costs of the Suffolk Life MasterSIPP which will meet your needs, and be able to compare costs with other pension products.

Fees will be debited directly from your SIPP's bank account or the property bank account as and when they fall due. VAT is added to all fees except where otherwise stated, and all fees may be increased annually in line with the Index of Average Weekly Earnings.

In addition to our fees set out below, we also retain part of the interest earned on the SIPP bank account and the property bank account. More details, including the rates of interest you earn, are available on your Personal Illustration and on our website [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk).

## SIPP charges and rates

### Administration

Establishment fee	£340
Annual administration fee	£817
Additional annual unadvised client fee	£113

### Transfers

Cash transfer in	£57
In specie transfer in	£113
Additional charge for an in specie transfer in of a directly held investment	£113
Additional charge for an in specie transfer in of a specialist investment	£284*
Transfer out - full or partial	£284
Transfer out - full or partial to a QROPS	£398
Forwarding monies to receiving scheme after SIPP has been closed	£57

\*If transferring a directly held specialist investment, the £113 directly held investment charge does not apply.

## Schedule of Fees for the Suffolk Life MasterSIPP (continued)

### Benefits

Designating funds to drawdown (and payment of Pension Commencement Lump Sum where applicable)	£137
Annual fee for payment of pension income*	£171
Uncrystallised Funds Pension Lump Sum (UFPLS)	£137
Switching from capped drawdown to flexi-access drawdown	nil
Reviews of capped drawdown**	£113
LTA test at age 75/excess LTA payment**	£113
Processing purchase of annuity	£284
Payment of total remaining fund, via UFPLS or flexi-access drawdown, and closure of SIPP	£284

\* This fee will be applied just once (i.e. no additional charge will apply if income is taken from multiple arrangements).

\*\* This fee will be applied once at each event.

Please note: if you hold property in your plan when taking benefits, please refer to the Additional Property fees section as valuation fees may apply.

### Investments

Directly held investment purchase/sale fee	£57 per application/instruction*
Transaction fee for firms that are not an Investment Partner	£29 per transaction
Specialist investment due diligence/purchase fee	£585**
Specialist investment due diligence/purchase fee - top up	£295
Specialist investment sale fee (if directly held)	£176
Specialist investment annual fee	£233 per investment
Change of investment manager	£113
Connected party transaction	£295

\* Includes transactions in fixed term bank accounts, notice accounts and foreign currency accounts that are held directly.

\*\* Full fee will be charged in the event the due diligence fails.

For descriptions relating to all property fees, please refer to the Property Fees Annex which is available on our website or from us on request.

### Property

Property purchase/ Land purchase or transfer in - one client	Per property	£851* per property (£1,078* off panel solicitor)
Property purchase/ Land purchase or transfer in - each additional member of a property syndicate	Per property	£171*
New lease	Per tenancy agreement	£284* (£511* off panel solicitor)
Mortgaging a property	Per mortgage	£284*
Re-mortgaging or lump sum reduction of mortgage	Per payment	£227*
Registering your property for VAT	Per property	£171*
Variation of property ownership	Per event	Time costed (min £568)
Rent deposits	Per deed	£85*
Third party ownership	Per property	£171*
Property sale or transfer out	Per property	£682* (£909* off panel solicitor)

\*These fees are VAT exempt.

## Schedule of Fees for the Suffolk Life MasterSIPP (continued)

### Annual property fees

Property management fee	Per property	£540*
Land management fee	Per holding	£426*
Additional property/land fee - each member of a property syndicate	Per member	£113 (A)
Additional fee for second and each subsequent tenant (capped at £680 per property, or £340 where a property manager is appointed)	Per tenant	£340*
Additional fee if property is mortgaged	Per property	£171*
Additional fee if insurance is not via our block policy	Per property	£227*
Additional fee for vacant property	Per property	£142*
VAT returns	Per property	£227*

\*These fees are VAT exempt.

Other fees relating to property may be charged should certain events take place. Please see 'Additional property fees'.

(A) Each member of a syndicate will be charged:

- £113 for syndicates with 2-5 members;
- £85 for syndicates with 6-20 members; and
- £57 for syndicates with 21+ members.

### Additional property fees

Aborted transactions	Per event	Time costed*
Building works under £25,000	Per event	£340*
Building works over £25,000	Per event	£682*
Dispute administration	Per event	Time costed*
Insurance claims not on our block policy	Per claim	£284*
New leases and lease renewals	Per lease	£284* (£511* off panel solicitor)
Lease variation, assignment, surrender or sublet	Per lease	£227* (£454* off panel solicitor)
Property insufficient funds	Per event	£85
Removal of unauthorised occupant	Per event	£568*
Tenant arrears collection process	Per event	£227*
Tenant payment plan arrangement	Per event	£171*
Tenant payment plan on-going administration	Per tenant, per annum	£137*
Rent reviews	Per event	£227*
Lender repossession of the property	Per event	£568*
Tenant in administration or liquidation	Per lease	Time costed*
Valuation (post acquisition only)	Per event	£113 (B)
VAT audits	Per property	Time costed*

\*These fees are VAT exempt.

(B) When charged within your Property TIP, this fee is VAT exempt. For example, when re-mortgaging your property.

When charged to your SIPP plan, VAT will be added. For example, the assets in your plan need to be valued in order for you to take benefits.

## Schedule of Fees for the Suffolk Life MasterSIPP (continued)

### Other fees

Implementing a pension sharing order	Time costed (min £352)
Processing of death benefits	Time costed (min £568)
Processing of unauthorised payments	Time costed (min £137)
Work undertaken at hourly rate	Time costed
Correspondence on non payment of fees	£29 per letter

### Bank charges

Payments by BACS	nil
Payments by Faster Payments	£2
Payments by CHAPS	£10
International Payments	£25

## General Notes

### How does VAT apply to fees?

Plans are written under a trust arrangement and therefore the fees are liable to VAT at the standard rate. Insurance arrangements are, however, exempt from VAT, and as commercial property is held through a self-invested insurance policy no VAT will apply. We will calculate all the VAT liabilities and collect these from your SIPP as appropriate.

### How do annual fees work for transactions part way through a year?

Where you:

- move to being an unadvised client; or
- purchase a specialist investment or a property

part way through a year, we will charge a full annual fee for the period to the next anniversary, and for each year thereafter.

We will not refund (in part or in full) any fees that have already been charged:

- on payment of the total remaining fund through flexi-access drawdown or UFPLS; or
- when a transfer out is initiated.

### What do you do if you receive additional money following a transfer out?

We may receive dividends and other money after the transfer has completed. We will amalgamate these periodically after your plan is closed and forward them to the receiving scheme (less a fee). If our fee is more than the money received, we will keep the money.

### What is a specialist investment?

Please refer to page 5 of our Schedule of Allowable Investments.

### Who are your Investment Partners?

Please refer to our website, [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk).

### Do your fees include the investment firm's fees?

No, our investment transaction fees relate to the recording and reconciling of investment transactions by us and do not include your investment firm's fees and charges. You should ask your adviser for a copy of your investment firm's documentation including their charges. This will be between you and your investment firm.

### Are there any additional fees?

We reserve the right to charge for additional services on a time-cost basis relevant to the expertise and seniority of our staff involved. We will either provide an estimate of the charge or the basis on which it will be calculated for your acceptance before the work is carried out.

### Do you receive any other income in relation to my plan?

We will make arrangements for insuring property held for your plan on our block policy. If any income is earned by us in respect of such arrangements, we will retain it. In certain circumstances we may also receive income from investment transactions and the holding of investments by an **investment firm** (including those on the Cofunds platform). In relation to investments held on the Cofunds platform this is in the form of an annual flat monetary payment from Cofunds covering all customers using the integrated services between Suffolk Life and Cofunds. Further details are available on request. We will inform you before we receive income from another **investment firm** you have chosen for your Suffolk Life MasterSIPP.

### SIPP bank accounts

The current interest rate is published on our website:

[www.curtisbanks.co.uk](http://www.curtisbanks.co.uk). Any changes to this interest rate will be published at least 30 days in advance.

Interest will be paid gross and credited monthly.

Any additional interest earned on the SIPP bank account will be retained by us.

### When are fees payable?

Annual fees are payable in advance. All other fees are taken on completion of the event.

### Is there anything else I should know?

All expenses, charges and outgoings whether in respect of the investments contained in your plan (including the costs of purchase, sale, management, maintenance and valuation of freehold and leasehold properties, if any, and other investments) or other expenses however incurred shall be charged to your plan.

### 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 SIPP Support Team on 01473 296969 or [sippsupportteam@curtisbanks.co.uk](mailto:sippsupportteam@curtisbanks.co.uk) to discuss any support adjustments that may be available to you.

## Notes

## Notes

Suffolk Life,  
153 Princes Street,  
Ipswich, IP1 1QJ

T 0370 414 7000  
F 0370 414 8000  
[curtisbanks.co.uk](http://curtisbanks.co.uk)

**Call charges will vary. We may record and monitor calls.**

If you're contacting us by email, please remember not to send any personal, financial or banking information because email is not a secure method of communication.

Suffolk Life Pensions Limited is a company registered in England & Wales (registered number 1180742) and is authorised and regulated by the Financial Conduct Authority (number 116298). Suffolk Life Annuities Limited is a company registered in England & Wales (registered number 1011674) and is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (number 110468). The registered address of both companies is 153 Princes Street, Ipswich, Suffolk IP1 1QJ. SL008.202306.2 June 2023

