Corporate Fee Schedule

June 2023

Royal Bank of Canada CSIPP

This is a legally binding document between you and Curtis Banks Limited. It is part of a set which should be read together:

- **Fee Schedule**
- Terms and Conditions
- Key Features Document
- Member Schedule

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Fees quoted are per member and are invoiced in advance. All fees are subject to VAT.

Individual SIPP Fees		
Establishment fee	£119	Per member
Annual administration fee	£209	For default investments
	£477	For self-directed scheme

Your annual fees are payable on the anniversary of the SIPP. The basic administration fee covers the following work:

- Maintenance of scheme records
- Processing regular contributions
- Dealing with routine correspondence
- Production of an annual valuation and accounts
- Provision of Statutory Money Purchase Illustration
- Submission of standard regulatory returns
- Implementing legal and regulatory changes
- Opening and operating the SIPP bank account

In addition to the above, the annual fee covers the maintenance of the scheme (tax efficient wrapper)

Protected Rights SIPP Fees (when set up within the main PY SIPP)		
Establishment fee	£119	Per member in default investments
	£149	Per member in self-directed scheme
Annual administration fee	£209	For default investments
	£262	For self-directed scheme
Paid-up fee	£119	Per member

Taking Benefits	
Establishing drawdown	£398
Drawdown reviews	£284
Pension payments (per annum)	£171
Annuity purchase	Time-costed at £113 per hour (minimum £396)

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Other Fees	
Transfers in	£171 per member
Transfers out (no pro rata refund of annual fees)	£398
Death claims	Time-costed at £171 per hour (minimum £428)
Transfer of personal asset	Time-costed at £113 per hour
Full additional scheme valuation	Time-costed at £113 per hour
Additional scheme valuation/projection (based on last annual valuation)	£57
HMRC & FCA exception reporting	£171 per annum
Meetings	Time-costed at £171 per hour
Change of IFA and notify investment house	£57
Providing scheme information	Time-costed at £113 per hour
Copy bank statement	£34 per quarter

Investment Transactions (exclusive of investing with Smith & Williamson)	
Unquoted share purchase	1% of acquired shares' value (minimum £568)
Unquoted share sale	Time-costed at £171 per hour (minimum £570)
Share offer for unquoted shares	£171
Private equity share issues	£171
Investment transactions	£34 per transaction i.e. encashments, purchases, switches, moving money, etc. - billed monthly
Loans, including loan to SIPP, loan note, borrowing, etc.	Time-costed at £171 per hour

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Property Fees (fees quoted are per property)	
Property acquisition (UK and/or abroad)	Time-costed at £171 per hour, billed monthly (minimum £1,368)
Property development	Time-costed at £171 per hour, billed monthly (minimum £912)
Property syndicate agreements (10+ members)	£171 per member
Property partnership agreements (2-9 members)	£171 per member
Property joint ownership agreements	£1,135
VAT registration (if required)	£227
Sales/transfers out	Time-costed at £171 per hour, billed monthly (minimum £570)
Transfers in specie (SIPP to SIPP)	Time-costed at £171 per hour, billed monthly (minimum £570)
Environmental search	£340 initial report - further investigations will incur additional charges
Property insurance	As per premium quoted on block policy (where agreed insurance is arranged independently, a £171 administration fee may be charged annually in advance)

Curtis Banks Limited receive a portion of the premium paid under the property insurance to pay for the administration of the policy.

Annual Property Fees	
Annual administration fee	Time-costed at £113 per hour, billed monthly (minimum £339)
VAT returns	£205, billed quarterly
Multiple tenancy	£137 (per tenant where more than one incumbent), billed annually in advance

We reserve the right to charge for any work requested that is not covered by this fee schedule. This would be notified to you in advance and charged on a time-cost basis at £113 or £171 per hour, depending on the complexity of the work.

We reserve the right to change fees; any such changes will be notified in writing with a minimum of one month's notice.

We will charge interest on overdue fees (if not paid within 30 days) at 3% above Barclays Bank plc's base rate.

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Note: No fees will be refunded in part or full when a transfer out is initiated. This includes but is not limited to annual, and income facility fees.

Where 'From' costs are listed, these charges are based on a time cost of £113 per hour.

Bespoke work that is not covered under this fee schedule will be charged at the above hourly rate. A quote will be provided in advance.

For further information on your cSIPP please refer to our Key Features Document.

Adviser Charging

If you have appointed a Financial Adviser you may agree for them to receive initial and recurring remuneration from your Curtis Banks product and/or your Royal Bank of Canada CSIPP investments as detailed in the Key Features Document. Your Financial Adviser will be able to give you more details.

How does VAT apply to fees?

All fees are subject to VAT.

Where can I find further information?

For further information on the Royal Bank of Canada CSIPP please refer to our Key Features Document, which can be obtained from your Financial Adviser or directly from us by visiting **www.curtisbanks.co.uk** or calling **0117 910 7910**.

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 Client Management Team on 0117 332 4080 or cmt@curtisbanks.co.uk to discuss any support adjustments that may be available to you.

Notes

Notes

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.

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

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