



AMPS
ASSOCIATION OF
MEMBER-DIRECTED
PENSION SCHEMES

SSAS SCHEDULE OF FEES

Fee Type	When is it payable?	Amount
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Standard Fees

Establishment (up to 4 members)	In advance	£615
Annual Administration (up to 4 members)	Annually in advance	£563.75
Takeover	One-off fee on completion of takeover	£500
New Member	Upon completion of adding a new member	£250
Departing Member	In advance of member departing	£250
Provision of Deed Amendments	On completion of deed	£250
SSAS Clinic	In advance by cheque	£400

Property Fees

Property Purchase	At property completion stage	£650
Land Purchase	At completion stage	£450
Facilitation of Refurbishment	One-off fee	£300
Property or Land Sale	At completion stage	£250
Annual Property Administration	Annually in advance	£220
Mortgage Facilitation	One-off fee	£150
Re-mortgage	Upon completion of the transaction	£100

Retirement Fees

Flexi-access Set up / Payment	On completion	£ 100
Benefit Calculations	On completion	£ 100
Benefit Review (Capped Drawdown)	On completion	£ 100
Uncrystallised funds pension lump sum	On completion	£ 100
Pension Payroll	Annually in advance	£ 82.50
Fund Split Calculation	On completion	£100



Loan fees

Loan to Sponsoring Employer	On completion	£350
Annual Loan Administration	Annually in advance	£165
Third Party Loan	On completion	£350
Annual Third Party Loan	Annually in advance	£165
Registering a Legal Charge	Upon completion of registration at Companies House	£150

Investment fees

Standard transaction	Per investment transaction	£ 35
Unquoted shares purchase	On completion	£200
Unquoted shares sale	On completion	£150
Esoteric investment purchase	On completion	£200
Esoteric investment sale	On completion	£150
Inspecie asset movement in (per asset)	On completion	£ 50
Inspecie asset movement out (per asset)	Prior to completion	£ 50

Other charges

Death	On completion	£300
Divorce	On completion	£300
Adhere New Employer	On completion	£250
Remove Employer	On completion	£250
Transfer out (cash)	Prior to completion	£100
Transfer out of assets	Prior to completion. Per asset capped at £350 total	£ 50
Scheme Wind Up	Prior to completion	£100
Takeover Out	Prior to completion	£400
Information Commissioner Office	(external fee) at relevant due dates	£ 35
The Pensions Regulator	(external fee) at relevant due dates	£ 29

Fixed fees do not apply to some areas of work as the time spent on them can vary considerably. Where there are multiple or complex transactions we must agree additional fees either on a one off or reoccurring basis.

We will aim to provide a quote at outset and do everything possible to work within the quoted fee.

Examples of work requiring additional time cost fees include detailed correspondence or meetings with solicitors, advisers, accountants or any other professional, excessive chasing for transfers, aborted transactions, Lifetime Allowance charges, unauthorised payment charges, surcharges and HMRC Revenue & Customs investigations.

All annual fees are payable annually in advance. **All fees except for any annual administration fees are subject to VAT.**