



CARLTON JAMES

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Small Self-Administered Scheme

SSAS

Policy Information

7th April 2023

Correspondence Address:

Lime Kiln House
Lime Kiln
Royal Wootton Bassett
SN4 7HF

The Scheme is an occupational pension Scheme set up under trust to provide retirement benefits for its trustee members and in the event of death, their beneficiaries. The Trustees are governed by the establishing deed, any subsequent amendments and rules associated with the originating deeds or any subsequent amendments.

Responsibility for setting the strategy and for management of the Scheme, its assets and reporting activity rests with the Scheme Trustees. Trustees have mutually agreed delegation of reporting duties of the Scheme assets the Scheme appointed Administrator. Their duty is to report the Scheme activity to HMRC and act as co-signatory on the pension Scheme bank account to ensure Scheme rules are adhered to ultimately reducing the risk of Scheme failure.

Carlton James Private & Commercial Ltd have been appointed following agreement of the Trustees to report any assets and Scheme activity to Trustees of the pension Scheme in an understandable format.

The Trustees hold responsibility for investment instructions, Trustees may in their right delegate investment powers to a master Trustee or investment committee who will act within their terms of reference set by the Trustees, however within this Scheme the Trustees act in their capacity as Trustees to manage their investment strategies.

Although it's not a legislative requirement for a Trustee to be connected to the sponsoring employer, those who are a Trustee and are employed by the sponsoring employer are not remunerated for their services as a Trustee. No Trustee policy has been agreed to remunerate these individuals, even in drawdown of their retirement funds.

Trustees have agreed to the following fee structure. This fee schedule is a guide to the fees applicable for the establishment and operating of a Small Self-administered Scheme, these charges in keep with the supplier and third parties connected to the scheme.

Standard Fees:

Establishment (First Member) In advance - £880
Establishment (Any Additional Member) In advance - £440
Annual Administration (First Member) Annually in advance - £880
Annual Administration (Any Additional Member) Annually in advance - £440
Scheme Takeover One-off fee on completion of takeover - £990
Resigning Member Upon signatory of resignation deeds - £440
Provision of Deed Amendments On completion of deeds - £250

Pension Consultant Fees:

Initial Appointment for Individual SSAS In advance - 1.5%
Annual Charge for Individual SSAS Annually in advance - 0.5%
Initial Appointment for Group SSAS In advance - 2%
Annual Charge for Group SSAS Annually in advance - 0.5%

Property Fees:

Property Purchase At completion of property purchase - £750
Land Acquisition At completion stage - £600
Facilitation of Refurbishment One-off fee - £450
Property or Land Sale At completion stage - £350

Retirement Fees:

Flexi-access Set up / Payment On completion - £250
Benefit Calculations On completion - £250
Benefit Review (Capped Drawdown) On completion - £250
Uncrystallised Funds Pension Lump Sum On completion - £250
Pension Payroll Set Up One-off fee - £330
Pension Payroll Ongoing Admin Annually in advance - £440

Loan Fees:

Loan to Sponsoring Employer On completion (2% of loan value) - £750 Minimum
Third Party Loan On completion (2% of loan value) - £350 Minimum

Preference Share Purchase Fees:

All preference share top ups are subject to the above tariffs with a set minimum fee of £1,800. Top ups are limited to a maximum ceiling of £75,000 or 50% of the initial issue, whichever the lower; subject to a transition within the first 2 years of initial issue. In all other circumstances new issue charges will be applied.

On the first £50,000 (subject to a minimum fee of £1,800.00) - 8%
On the next £100,000 (i.e. £50,001 to £150,000) - 4%
On the next £100,000 (i.e. £150,001 to £250,000) - 2%
On the remainder (i.e. £250,001 plus) - 1%

Other Fees:

Appointment of Additional Sponsoring Employer - £250
Removal of Employer - £250
Transfer Out Fee (Cash) - £100
Transfer Out Fee (In-Specie). Capped at £350, £50 Per asset
Scheme Wind Up - Hourly Rate
Takeover Out Prior to completion - £750
Information Commissioner Office External Fee - £35
The Pensions Regulator External Fee - £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 the supplier may wish to agree additional fees either on a one off or reoccurring basis.

Administrator Cost - Hourly Rate £80
Technical Support Cost - Hourly Rate £180
Head of Technical Projects - Hourly Rate £280



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Scheme Information

Scheme name	K2H Retirement Scheme
Sponsoring company name	Keys 2 Homes Ltd
Company number	09059454
Company UTR number	-
Scheme PSTR number	00810573RZ
Scheme holding bank	Metro Bank
Scheme bank account number	46667549
Scheme sort code	23-05-80
Scheme establishment date	12/09/2016
Who is the scheme administrator	Registered Scheme Administrator Limited

Scheme Fee Structure	
Administrator set up fee charges	First member charge £880; Any additional members £440
Administrator admin fee charges	First member charge £880; Any additional members £440
Consultant servicing charges	0.5% Annual Charge

Sponsoring Employer Details	
Sponsoring Employer Address	99 Park Drive, Milton Park, Abingdon, Oxfordshire, United Kingdom, OX14 4RY
Scheme Banking Address	1 Southampton Row, London WC1B 5HA



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Member Information

William Finlay	
Member Number	1
Date of Birth	18/04/1961
Sex	Male
National Insurance Number	WL277405D
Client Address	Beechleigh Ladock Truro TR2 4QD
Contact Number	07940 412615
Email Address	williamfinlay@aol.com

Contributions to Pension Scheme

Contribution Type	From	Amount (£)	Date
N/A	N/A	N/A	N/A
		N/A	

Transfers In

Ceding Scheme	From	Amount (£)	Date
SSAS	NGCS Retirement Scheme	£145,000.00	31/10/2016
SSAS	NGCS Retirement Scheme	£196,379.05	24/07/2017
SSAS	NGCS Retirement Scheme	£147,495.91	24/07/2017
PPP	Avis Pension Scheme	£782.41	18/03/2022
		£489,657.37	



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Transfers Out

Receiving Scheme	To	Amount (£)	Date
N/A	N/A	N/A	N/A
		N/A	

Member Fund Breakdown

William Finlay – Quick View	
Member Fund Value	£415,602.29
Cash Balance	£205,665.23

- Current Investment Strategies (If Applicable)

Does Lifestyling apply?

Lifestyling does not apply to this clients portfolio within the K2H Retirement Scheme.

William Finlay – Investment Breakdown	
Uncrystallised Percentage	87.78502%

William Finlay – Member Investments	
Hudspiths Limited	£0.00
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Barlow Project Management Ltd	£45,000.00
Dolphin Capital GmbH	£0.00
Crowd Property GIA	£58,800.00
Carlton James Commercial Real Estate	£106,137.06
Cash Balance	£205,665.23



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Notes:

For further information about individual funds, including fund prices and charges, fact sheets and performance history please contact us.

Funds Available

Total number of funds available	Maximum Investments at any time	Fund Switching Charges
N/A	N/A	N/A

Technical Key Features available upon request.

General Member Information

Death Benefit: Return of fund

Estimated Maturity Value: Unknown, Non-Standards held within the Trustees' portfolio

Minimum Retention: £2,500.00

Divorce/Court Order: Not Applicable

Selected Retirement Age: 65



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(If Applicable) Pension Commencement Lump Sum Events

Date	Amount (£)	Percentage of Fund crystallised (Tested against LTA)	Value of Fund at the date of member PCLS
10/05/2019	£30,000.00	11.37%	£982,399.98

Standard Lifetime Allowance Used: 11.37%

(If Applicable) Income Drawdown Events

Date	Amount (£)
N/A	N/A

Other Benefits

Does Indexation/Auto Contribution increases apply?

Not applicable to the Trustees' portfolio

Are there any Guaranteed Annuity Rates?

Not applicable to the Trustees' portfolio

Is there a Guaranteed Minimum Pension?

Not applicable to the Clients portfolio

Does Reference Scheme Testing apply?

Not applicable to the Clients portfolio

Is any Life cover/Life sum assured included in the plan?

Not applicable to the Clients portfolio
