

Premier SSAS - Terms and Conditions

This document sets out the terms and conditions applying to Schemes forming part of the Premier SSAS range of services with effect from the 1st January 2011, and upon which we intend to rely. For your own benefit and protection you should read these terms carefully. If you do not understand any point please ask for further information.

These terms and conditions apply to new schemes and takeovers arranged on or after the 1st January 2011 and in respect of existing arrangements with effect from the 2011 policy anniversary date.

All fees are subject to VAT at the prevailing rate

Annual Administration (payable in advance and on the anniversary date thereafter)	Fee
Setting up a Premier SSAS	Nil
Takeovers from other providers (with no property investment)	Nil
Takeovers from other providers (with property investment)	£200
Annual administration for a scheme with 2 or less members	£990
Annual administration for a scheme with 3 members	£1,110
Annual administration for a scheme with greater than 3 members - £370 per member	
Contributions and Transfers In	Fee
Cash Contributions	Nil
In Specie Contributions (Property) - using client's chosen solicitor	£850
In Specie Contributions (Property) - using Premier's preferred solicitor	£600
In Specie Contributions - other assets	£500
Cash Transfers In	£50
In specie Transfer In (excluding property) - per asset	£125
In specie Transfer In of Property - per property	£300
Adding New Members to existing arrangement (per member)	£225
Investment Transactions	Fee
Setting up Bank Accounts in addition to the designated SSAS bank account	£55
Discretionary Fund Management Portfolios - not an approved DFM provider	£75
Standard Investments (e.g. Unit Trusts, Investment Trusts, OEICS, TIPs and Managed Funds)	£55
Offshore Investments	£125
Unquoted Share Purchase	£600
Non-Standard Investments	From £250
Property	Fee
Property Purchase using client's chosen solicitor	£750
Property Purchase using Premier's preferred solicitor	£500
Property Sale using client's chosen solicitor	£350
Property Sale using Premier's preferred solicitor	£250
VAT Registration including Options to Tax	£500
Annual VAT administration including VAT Returns	£250
Borrowing and Loans	Fee
Borrowing arrangement	£350
Secured Loan - including the preparation of the loan repayment schedule	£650
Third party Loan	£500
Annual Loan Administration (increasing to £350 where the loan is in default)	£100

Actuarial and Accounting Services	Fee
Scheme Accounts	From £500
HMRC Pension Scheme Return (APSS301)	£175
HMRC Self Assessment Tax Return (SA970)	£150
Loan Interest Calculations - pre 6 April 2006 advances	£200
Share of Fund Calculations - up to 4 members, otherwise on request	£225
Pre 6 April 2006 Tax Free Cash Comparison - per member	£250
Divorce Calculations	From £350

Transfers Out - Scheme not Winding Up	Fee
Cash Equivalent Transfer Value (CETV) - per member	£150
Transfer Out (In Specie Investments) - per asset and in addition to CETV fee	£75
Transfer Out (In Specie Property) - per property and in addition to CETV fee	£250
Cash Equivalent Transfer Value to a Qualifying Recognised Overseas Pension Scheme	£300
Converting to an EPP policy	£150

Winding Up	Fee
Winding Up the Scheme - CETV transfers only	£350
Transfer Out (In Specie Investments) per asset - (in addition to Winding Up fee)	£75
Transfer Out (In Specie Property) per property - (in addition to Winding Up fee)	£250

Retirement and Benefits	Fee
Setting Up Income Withdrawal - in addition to Share of Fund Calculation fee	£150
Income Withdrawal Annual Review	£150
Any additional tranches - per tranche	£50
PAYE Administration	£150
Annuity Purchase - per member	£150

Other Fees	Fee
Time Cost - Simple Administration	£60 ph
Time Cost - Complex Administration	£100 ph
Time Cost - Actuarial	£150 ph

General Terms and Conditions

- These Terms and Conditions supplement those in the Fee Agreement made between the Principal Employer, the Trustees, the Professional Trustee and the Service Provider, as defined in the Fee Agreement.
- All annual fees will be increased annually in line with the published annual increase in the Average Weekly Earnings Index as at September, rounded up to the nearest whole pound; such increase taking effect on the 1st January each year.
- Most property transactions will be covered by the fee quoted. However, where protracted negotiations are undertaken, Premier Pension Services (PPS) reserves the right to adjust the fees accordingly.
- The administration fees are exclusive of any solicitor fees, which are payable in addition.
- The Professional Trustee of the Scheme is a wholly owned subsidiary of JLT Benefit Solutions Limited who are authorised and regulated by the Financial Services Authority.
- The Professional Trustee has entered into a Service Agreement (the Service Agreement) with JLT Benefit Solutions Limited, the relevant division of which trades as PPS, to provide certain administration services.
- For the purpose of administering the Premier SSAS and your membership of it, some or all of the personal data provided by you may be transferred to and processed outside the European Economic area ("EEA"), either by JLTBS or any subcontractor appointed by it. While such areas may not have data protection laws as comprehensive as those in the EEA, contractual protections are in place in accordance with the Data Protection Act 1998, to ensure appropriate security for, and protection of such data.
- In the event of the termination of any transactions PPS reserves the right to charge for the work undertaken up to the amount shown for the relevant transaction.
- In respect of any monies controlled by PPS on behalf of the Scheme pursuant to the Fee Agreement, PPS will use its best endeavours to make available centralised banking arrangements on special terms. Designated bank accounts will be maintained for the Scheme with appropriate authorisations in place for the movement of funds. Facilities are available to enable PPS, on behalf of the Member Trustees, to manage effectively the day-to-day cash needs of the policy. In consideration for placing aggregated client funds with these Banks (and for performing administrative services with these Banks would otherwise have to carry out itself), PPS receives a fee from the Bank, which PPS will explain further and

disclose if the Member Trustees so request.

- Fees will be due for settlement to PPS within 30 days of the date of the invoice issued by PPS. In the event of non-settlement within the said period, PPS reserves the right to charge interest at 4% over the base rate of National Westminster Bank Plc on any outstanding amount. In the event that any fee remains unpaid for more than 120 days, PPS reserves the right to charge a penalty of £100.
- Further PPS reserves the right to suspend the provision of services until settlement is made if there is no legitimate reason for the non-payment of such fees. In the event that suspension becomes necessary as an action of last resort such suspension shall not constitute a breach by PPS of its obligation hereunder and in which circumstance PPS shall not have any liability for any loss, damage, cost or expense suffered by reason of or arising from such suspension.
- If fees are not paid within our 30 day payment terms, we will recover the fees from partial encashment of your NPI EPP where this is held as an asset of your SSAS.
- Payment of Scheme fees can be made by the following methods. Cheque, Credit / Debit Card, Annual Direct Debit, Electronic payment (BACS / CHAPS) or paid from the Scheme where applicable. Please note that if funds are not available within the Scheme, payment must be made by one of the other methods.
- Should you wish to pay by Credit / Debit Card or Annual Direct Debit please contact the invoicing department on 02920 557 060.
- For any historic contract where NPI currently meets part or the entire annual administration fee, the terms surrounding this will remain unaffected.
- Premier Pension Services will endeavour to provide an indication of likely costs for any given category of work not included above. This indication will be quoted in advance. In situations where the cost of the work then exceeds the figure quoted, again PPS will notify clients.
- Services not specifically covered by these Terms and Conditions will be charged on a time cost basis.
- In the event of any inconsistency between these Terms and Conditions and the Scheme Documentation, the latter shall prevail.