1 June 2026

Small Self-Administered Pension Schemes

Fee Schedule

Annual Administration Services

Trustees are responsible for administering the scheme and its benefits although will usually delegate this to a pension professional. We charge a fixed fee for Annual Administration Services which can include the items shown below, where required.

- Calculating an apportionment of assets at the date of the financial statements (see Note 1)
- Maintaining scheme records on our administration system and providing an annual summary
- Access to a named client manager accountable for your pension scheme
- Submitting HM Revenue & Customs Registered Pension Scheme Return
- Submitting HM Revenue & Customs Event Report and Accounting For Tax Return
- Submitting The Pensions Regulator triennial Scheme Return
- Providing information held on our records to the trustees' accountant to aid production of the scheme accounts
- Providing member statements as required by HM Revenue & Customs
- Handling renewal process for The Pensions Regulator and the Information Commissioner's Office

Please note that the Annual Administration Services fee does not include levy payments that may be due to The Pensions Regulator and the Information Commissioner's Office.

Our Annual Administration Services fee is £1,770 plus VAT or £2,045 plus VAT where we act as sole Scheme Administrator (see Note 2). An additional annual charge of £200 plus VAT applies where trustees are using a non-panel current bank account (See Note 3).

Our fixed Annual Administration fee is the same amount for all our clients. We do not charge annual 'per member' or 'per investment' supplements simply for a scheme having more than one member or an investment other than cash at bank.

Supplementary Fixed Fees

The Annual Administration Services fee covers essential work that we think is best done by the pension provider. Other work will be required from time to time. Due to the variable nature of additional work requested, we charge on a time-cost basis (i.e. the work is invoiced in arrears based on the time spent and the charge out rate of the people involved). In some instances, though, where the work is uniform, we charge on a fixed-fee basis. Work charged on a fixed-fee basis is shown below. Fees charged "per tax year" are payable if the service occurs for any part of the tax year.

Ad hoc work

Bank account set up (panel bank account)	**£200**
Collectives investment account establishment (excludes stockbroker accounts)	**£345**
Collectives investment account top up, withdrawal or closure (excludes stockbroker accounts)	**£105**
PAYE set up for payment of pension through our payroll provider (per member)	**£170**
Legal Entity Identifier application (including LSE levy)	**£185 for annual renewal £405 for 5 yearly renewal**
New Scheme Member or Trustee (see Note 4)	**£485**
Scheme wind-up (Deed of Determination and post wind-up administration only)	**£590**
New lease or lease renewal (where our trustee company is a party)	**£495**
Property sale (where our trustee company is a party)	**£750**

Annual work

Legal Entity Identifier annual renewal (including LSE levy)	**£100 for annual renewal £320 for 5 yearly renewal**
PAYE administration for payment of pension through our payroll provider (per scheme)	**£495 per tax year**
Relief At Source Administration	**£450 per tax year**
Rental invoicing	**£95 per tenant per payment**
SA970 Tax Return completion and submission if not nil return (no charge for nil return)	**£200 per return**
VAT Return Submission via Making Tax Digital	**£100 for the first property plus £40 for each additional property per quarterly return**
Providing reconciled unaudited financial statements (see Note 5)	**£190 - £950**

Bespoke Administration and Consultancy Services

Additional work that we conduct that is not covered by the Annual Administration Services or Supplementary Fixed fees is conducted on a time-cost basis. We can provide estimates in advance on request and will only charge time-cost fees for work that has been requested or we are required to conduct to discharge our duties to the trustees and the relevant authorities.

Examples of work conducted on a time-cost basis are shown below.

- Attendance at meetings (travel time charged at half time cost)
- Calculating an apportionment of assets where assets are earmarked between members (see Note 1)
- Provision of manual bank instructions for pension payments
- Work relating to property transactions including purchase and borrowing.
- Work relating to maturing bank deposits
- Liaising with third parties regarding a change in the trustees' primary bank account
- Facilitating lending to sponsoring employers and others
- Obtaining information from third parties to aid the production of scheme accounts
- Organising benefit drawdown for members
- Designation and distribution of death benefits
- Processing transfers to or from other pension arrangements
- Dealing with pension sharing on divorce
- Winding-up including consultancy, fund apportionment, investment and bank account administration
- Consultancy on any issues
- Guidance relating to the feasibility of proposed investments

The current hourly rates vary in line with experience and seniority. The range of rates as of 1 June 2026 are set out below - rates applicable to particular staff can be confirmed on request.

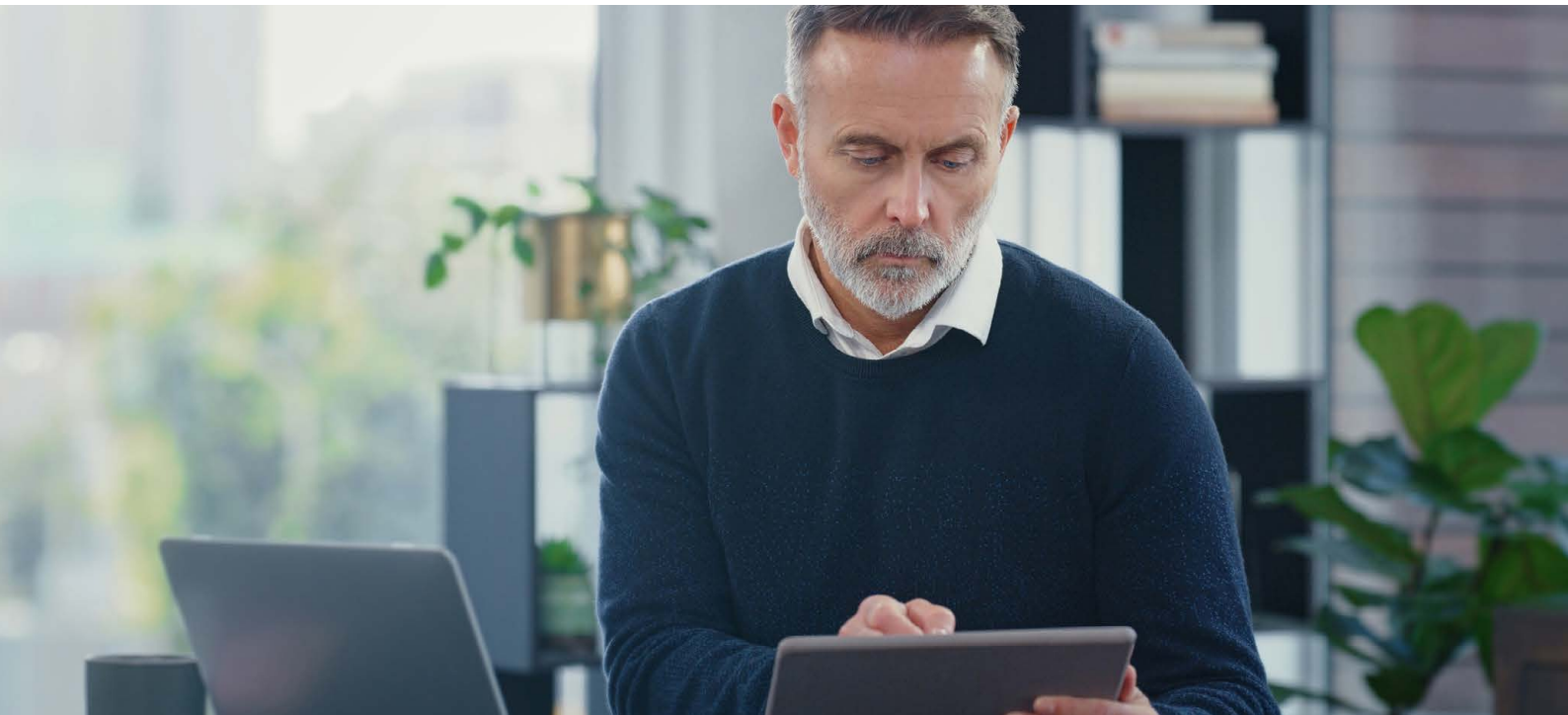
Role	Hourly rate range, plus VAT
Client Manager*	£250 - £360
Administrator	£150 - £210

* Where a Client Manager with particular specialist expertise or seniority is required, a higher rate may apply. The highest rate is currently £500 plus VAT per hour for partner involvement.



Notes

1. There is more work required to calculate the apportionment of scheme assets where assets are earmarked between members. We therefore charge a time-cost fee for that work.
2. Where we are appointed as professional trustee, we can act as Scheme Administrator. Instead of charging for providing a trustee service, we charge a higher annual fee if, for any part of a tax year, we act as sole Scheme Administrator.
3. A supplement is added to our annual administration fee where a scheme is using a non-panel bank account because administration becomes more time-consuming if we are not provided with a daily data feed of bank transactions and do not have a dedicated relationship manager for the bank.
4. The fixed fee for a new member or trustee includes provision of a deed of appointment, a membership invitation letter, a blank expression of wishes/list of dependants forms and notifying the regulatory authorities. Any additional tasks such as transfer-in of other benefits, updating bank mandates and investments is variable and charged on a time-cost basis. We will provide a fee estimate based on the work we are instructed to complete.
5. We charge a fixed fee for reconciled unaudited financial statements based on the assets owned during the accounting period and can provide a fee estimate on request. The fee is on a time-cost basis if scheme assets are particularly complex.
6. We do not charge an additional retainer fee when instructed to provide a professional trustee to the scheme, though where we act as trustee we will naturally be more involved in scheme transactions and so time-cost charges for similar pieces of work will be higher where we act as trustee.
7. Fees are expected to increase each year on 1 June, though may be reviewed at any time in line with our terms of business. All fees are subject to VAT and settlement is required within 30 days.
8. The Annual Administration Services fee accrues monthly and is invoiced six monthly in arrears. We reserve the right to invoice more frequently if there has been a significant amount of work undertaken on a scheme.
9. The Annual Administration Services fee assumes the scheme qualifies for exemptions from the administration requirements of the Pensions Acts. There will be additional time-cost fees if the scheme does not qualify for the exemptions.
10. If a transaction or investment fails to complete, time will have been incurred for the work completed up to the date the transaction is abandoned. We will charge for our accrued time for abandoned items of work.
11. Some schemes reach a level of size, complication or the trustees have particular administration requirements, which results in time costs which significantly exceed the fees quoted in this schedule. If your scheme falls into that category, your Client Manager will write to you to confirm how the fees for your scheme will be assessed.



Please contact the SSAS team at Howden if you would like to discuss any of the above topics in more detail. Alternatively get in touch via the following:

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