



# Fee Schedule

as at 6 April 2020



# Detailed schedule of fees and services

for the Rowanmoor SIPP

as at 6 April 2020

This is part of a set of literature for the Rowanmoor SIPP, all of which should be read together.

Guide

Key Features

Personal Illustration

**Fee Schedule**

Application Form

Terms and Conditions

This document sets out our fees for establishing and administering a Rowanmoor SIPP. Its purpose is to enable you to be clear about the costs you may incur for the services you require.

A Rowanmoor SIPP is designed to give you full control of your pension fund, allowing you to make decisions on how your funds are invested within a wide range of investment opportunities, such as commercial property, shares and complex investments. There are two investment options under the Rowanmoor SIPP. Our single investment option is designed for clients looking to invest in a managed portfolio with a discretionary fund manager, stockbroker, or fund platform. The full investment option unlocks the SIPP's complete investment flexibility.

Full details of both investment options are given in the Rowanmoor SIPP Key Features document.

All fees are subject to Value Added Tax (VAT). There is a glossary and explanation of terms on page eleven. Please also read the frequently asked questions about fees which form part of this schedule of fees.

## STANDARD FEES

WHEN IS THE  
FEE TAKEN?

FULL  
INVESTMENT  
OPTION

SINGLE  
INVESTMENT  
OPTION

### Set up fees

#### New plan

SIPPs set up under the single investment option, which convert to full investment in the first year, will be charged the full investment option set up fee

Establishing a plan within the Rowanmoor SIPP Scheme, to meet all regulatory requirements.

Opening a SIPP bank account.

Establishing one account with an investment provider who is not an existing investment partner to hold investments such as quoted stocks and shares, managed funds, unit trusts, OEICs, gilts, fixed interest securities or any other quoted investment.

or

On request, establishing one direct investment (basic), processing the transaction and updating records (for assets such as bank/ building society accounts, TIPs and pension policies). Additional accounts will be charged for in addition as set out under investment related fees on page four.

Once SIPP set  
up

£300

Nil

### Annual administration fees

Fees may increase each year, at our discretion, in line with the index of Average Weekly Earnings

SIPPs set up under the single investment option, which convert to full investment will be charged the annual administration fee for full investment. This will be pro rata from the date of conversion to the next plan anniversary. If the SIPP converts in the first year, the full investment fee will be charged in the first year

Routine administration of the SIPP including executing allowable investment instructions, routine record keeping and general technical and administration enquiries.

Reclaiming Pension Relief At Source (PRAS) and ensuring employer contributions meet the requirements of The Pensions Regulator's Code of Practice.

Producing and issuing the annual statement.

Banking contributions and income.

Guidance on the day-to-day running of the SIPP, the acceptability of investments (other than those to be held offshore or overseas) and HM Revenue & Customs (HMRC) practice.

Arranging for the transfer of existing pension benefits into the SIPP including liaison with existing providers, arranging for assets to be transferred or assigned and updating records. Additional investment related fees will apply.

Agreeing and authorising the payment of death benefits. Additional charges will apply for pension payroll. We reserve the right to raise additional charges for complex or time consuming cases, or where more than one death benefit option form is required.

Establishing investment portfolio(s) with our SIPP investment partners, upon request.

Once SIPP set  
up and annually  
on plan  
anniversary

£550

£275

ADDITIONAL SERVICES		WHEN IS THE FEE TAKEN?	FULL INVESTMENT OPTION	SINGLE INVESTMENT OPTION
<b>Payment related fees</b>				
<b>Cash contributions</b>	Checking a proposed contribution is in accordance with current legislation, authorising appropriate documentation and updating records.		NIL	NIL
<b>Transfer of asset in lieu of cash contribution</b> (service currently suspended)	Considering accepting the transfer of an asset in lieu of cash contribution and if appropriate, supplying and authorising documentation and updating records. Investment related fees such as property and unquoted share transaction fees will be charged in addition for each in specie asset, except for 'Investment portfolios' or 'Direct investments (basic)', where a re-registration fee will apply.	Upon completion of transaction	£780 per arrangement plus £85 per asset re-registration	£780 per arrangement plus £85 per asset re-registration
<b>Investment related fees</b>				
<b>Investment portfolio established with SIPP investment partner</b>	Set up a bank account or portfolio with an existing investment partner to hold investments such as cash deposits, quoted stocks and shares, managed funds, unit trusts, OEICs, gilts, fixed interest securities or any other quoted investment.		NIL	NIL
<b>Investment portfolio established with non-SIPP investment partner</b>	Establishing an account with an investment provider who is not an existing investment partner, to hold investments such as quoted stocks and shares, managed funds, unit trusts, OEICs, gilts, fixed interest securities or any other quoted investment.	Upon completion of transaction	£60	NIL
<b>Direct investments (basic)</b>	Processing the transaction and updating records (for assets such as bank/building society accounts, TIPs, and pension policies).	Upon completion of transaction	£60 per investment	£60 per investment
<b>Due diligence assessment (complex)</b>	Initial assessment and due diligence for complex direct investments. This includes checks on the provider and its directors; obtaining title for the asset; verifying that ownership won't give rise to any tax charges or any unacceptable liability or risk.	Due in advance	£525	N/A
<b>Unquoted share transactions</b>	Checking proposed transactions are in accordance with HMRC's requirements, authorising appropriate documentation and updating records. We reserve the right to charge a higher price for particularly complex or time consuming transactions.	Upon completion of transaction	PURCHASE (UK) £825 per transaction	N/A
			PURCHASE (Non-UK) £1,325 per transaction	N/A
			SALE (UK and Non-UK) £290 per transaction	N/A
<b>Other complex direct investments</b>	Additional suitability checks, authorising appropriate documentation and updating records for complex direct investments. We reserve the right to charge a higher price for particularly complex or time consuming transactions.	Upon completion of transaction	£825 per transaction (purchase or disposal)	N/A
<b>Annual direct investments (complex)</b>	Additional annual fee for holding a complex direct investment to cover work undertaken including any ongoing due diligence checks, monitoring and associated regulatory costs.	Annually in advance on plan anniversary. Pro rata in first year.	£175 per annum	N/A
<b>Loan monitoring</b>	Regular monitoring of existing loans to ensure interest and capital repayments are made when due.	Annually in advance on plan anniversary. Pro rata in first year	£235 per loan per annum	N/A

ADDITIONAL SERVICES		WHEN IS THE FEE TAKEN?	FULL INVESTMENT OPTION	SINGLE INVESTMENT OPTION
<b>Investment related fees (continued)</b>				
<b>Lease monitoring (not related to property)</b>	Regular monitoring of existing assets leased to another party, checking rental income.	Annually in advance on plan anniversary. Pro rata in first year	£235 per lease per annum	N/A
<b>Property transactions</b>	<p>Guidance and liaison with our appointed solicitor in relation to the transfer, purchase or sale of property, to ensure the transaction is within the Rules of the Rowanmoor SIPP and complies with HMRC requirements. We reserve the right to charge a higher price for particularly complex or time consuming transactions.</p> <p>The fees charged by the appointed solicitor and other professional fees associated with a property purchase are payable in addition.</p>	This fee is due in advance, following the completion and submission of the Property Information Schedule.	<p>£830 per purchase/ acquisition/ transfer</p> <p>£430 per sale/ disposal</p>	N/A
<b>Annual property charge</b>	Additional administration complexity and requirements where property is held as an asset of the SIPP. The fee includes an annual check for rent, rent reviews and insurance, but it does not amount to a property management service. It also includes an allowance for the fact that holding property, or land in a pension arrangement requires us to maintain knowledge around commercial property requirements and exposes us to risks such as those related to insurance, contamination, environmental and third party liabilities. Holding property as an asset increases the complexity and time taken in many other administrative processes, for example obtaining valuations for benefit crystallisation events.	Annually in advance on plan anniversary. Pro rata in first year	£375 per property	N/A
<b>Borrowing</b>	Checking borrowing limits, agreeing and authorising appropriate documentation and updating records.	This fee is due in advance, following the completion and submission of the Property Information Schedule.	£520	N/A
<b>Borrowing annual charge</b>	Additional activity, including reconciliation and providing information to lenders as required.	Annually on plan anniversary. Pro rata in first year	£100	N/A
<b>Borrowing repayment</b>	Redemption of borrowing, agreeing and authorising transaction and updating records.	Upon completion of transaction	£165	N/A
<b>Multi-tenanted property annual charge</b>	Additional administration complexity and workload required for properties with more than one tenant.	Annually in advance on plan anniversary. Pro rata in first year	£100 per property	N/A
<b>Leases other than at property or asset purchase</b>	Guidance and liaison with our appointed solicitor in relation to a new lease, or renewal of a lease, of a property or other asset by the SIPP, to ensure that the transaction is within the Rules of the Rowanmoor SIPP and complies with the requirements of HMRC, appropriate documentation is authorised and records updated. Any legal and other professional fees will be payable in addition.	Upon completion of transaction	£295	N/A
<b>Property development</b>	Checking that development proposals comply with HMRC requirements and the Rules of the Rowanmoor SIPP, reviewing documentation, including schedules of works and costs, consideration of valuation issues and potential implications of development in relation to leases and making or authorising payments.	Upon completion of development	1% of property development costs subject to a maximum of £2,600	N/A
<b>Scottish leasehold tax returns</b>	Preparing and submitting the tax return for non-residential or commercial leases in Scotland, as required.	Upon commencement of administration	Time cost	N/A

ADDITIONAL SERVICES	WHEN IS THE FEE TAKEN?	FULL INVESTMENT OPTION	SINGLE INVESTMENT OPTION	
<b>Investment related fees (continued)</b>				
<b>Offshore or overseas investments</b>	Providing information and/or reviewing information and documentation for the asset to determine the acceptability as a SIPP investment. If the investment proceeds additional investment related fees will apply as applicable. Legal or professional services fees may also apply.	Upon completion of task	Time cost	N/A
<b>Ad hoc SIPP valuation</b>	Obtaining an asset valuation, in order to produce a SIPP valuation, other than at the date of the annual statement, for example for a benefit crystallisation event and where appropriate asset valuations are not available through established electronic links with us, or have not been provided in the required format. Costs incurred in production of an asset valuation are met by the SIPP.  This does not include any other professional fees for third party services such as property valuations or unquoted share valuations.  To avoid breaching pension regulations we reserve the right to instruct third parties to produce asset valuations. In such an event, we will apply a time cost administration fee, which will be deducted from the SIPP fund, together with any costs for obtaining asset valuations.	Upon completion of transaction	£60 per asset	£60
<b>Non-payment of investment returns</b>	Non-routine administration associated with defaults in payment of investment returns. This may include, but does not exclusively apply to, property investments or loans.	Upon commencement of administration	Time cost	Time cost

ADDITIONAL SERVICES		WHEN IS THE FEE TAKEN?	FEE
<b>Benefit related fees</b>			
Payment pension commencement lump sum	Making arrangements to pay a pension commencement lump sum.	Upon completion of transaction	£105 per event
Payment of pensions to members and/or beneficiaries	Making arrangements to pay pension benefits via drawdown, including establishment of PAYE record, where applicable.	Upon completion of transaction	£130 set up
	Regular payment of pensions.	Annually in advance	£150 per annum per member
	Making an adjustment to the level of regular payments.	Upon completion of transaction	£125 per adjustment
	Making an ad hoc payment from an existing drawdown arrangement.	Upon completion of transaction	£250 per payment
	Agreeing and documenting pension reviews or further crystallisation under capped drawdown.	Upon completion of calculation	£235 per calculation
Payment of uncrystallised funds pension lump sum	Making arrangements to pay an uncrystallised funds pension lump sum.	Upon completion of transaction	£385 per event
<b>Transfer related fees</b>			
Transfer of benefits from another arrangement	Included within 'annual administration fee' on page three.		
Transfer of benefits to another arrangement	Liaison with the new pension provider, arranging for appropriate assets to be transferred as required and updating records. For transfers in specie, investment related fees, for example property sale/disposal fees and other related costs will be charged in addition.	Prior to transfer of funds	CASH Nil  IN SPECIE £500 per arrangement
<b>Other fees</b>			
HMRC reporting	Preparing and filing any ad hoc reports required by HMRC.	Upon submission of report	Time cost
	Preparing and filing appropriate reports, where an unauthorised payment has been made and subsequent negotiations with HMRC and other parties as required.		
Tax reclamation	Reclaiming the tax deducted from bond income and other interest from securities.	Upon completion of transaction	£145 per recovery
Provision of information to third parties	Providing any information relating to the SIPP at your request, for example, in divorce proceedings.	Upon completion of transaction	Time cost
Post exit administration	When processing a payment in relation to a member who has left the Scheme.	Upon completion of transaction	£25 per event
Fund depletion	When closing your SIPP plan (because the value of your plan has reduced to nil, except as a result of a transfer out).	Immediately prior to the plan closure	£125
<b>Time cost fees</b>			
	Time cost fees are typically as follows:	Dependent upon nature of transaction	Time cost
	<ul style="list-style-type: none"> <li>• routine administration: £110 per hour to £200 per hour, dependent upon the complexity of the work and the level of expertise required to undertake it;</li> <li>• where more senior staff, such as technical, managerial, actuarial, accountancy or consultancy staff are required: £230 per hour to £435 per hour, dependent upon the complexity of the work and the level of experience required to undertake it.</li> </ul>		

## Frequently asked questions about fees

The 'detailed schedule of fees and services for the Rowanmoor SIPP', which starts on page three, sets out the services we offer for each of the fees we charge.

Other frequently asked questions about our fees and services are covered here.

### How do I pay my SIPP fees?

We deduct our fees and those payable to third parties, such as your financial adviser or investment manager, directly from your SIPP. We do not issue invoices for our fees. To ensure fees can be paid in a timely manner, we require you to hold a minimum of £2,000 in cash, or other easily realisable assets, at all times in order to meet any liabilities that may arise.

### Does VAT apply to fees?

Our fees are subject to VAT, and therefore VAT needs to be added to the amounts quoted.

### Pension administration

#### What are the set up fee and annual administration fee for?

The set up fee covers the creation of the SIPP, including verification that our Application Form is fully completed and signed (including correct anti-money laundering identification), opening the SIPP bank account with our designated bank, and processing any initial cash contributions including the reclamation of tax deducted at source where appropriate.

The annual administration fee includes establishing investment portfolio(s) with our SIPP investment partners, upon request, routine administration of the SIPP, the preparation of the annual statement and fulfilling all regulatory requirements. One investment portfolio may be established under the single investment SIPP option or, if you choose the full investment SIPP option, multiple portfolios can be set up. Where appropriate, the annual administration fee also covers the transfer of benefits from other providers' schemes into the SIPP, establishing and operating the SIPP bank account and any requests to facilitate annuity purchase. Further details of the services included in the annual administration fee are given in the section 'annual administration fees' on page three.

#### I want a single investment SIPP; what fees apply to me?

The 'detailed schedule of fees and services for the Rowanmoor SIPP', which starts on page three, sets out the fees in the column 'single investment option'. The actual fees you will be charged depend on the investment option you choose and whether or not you are taking benefits from the SIPP. For example, if you have an investment portfolio, and are not taking benefits or using our additional services, you will only need to pay the set up and annual administration fees in the first year and the annual administration fee each year thereafter.

#### What investments are available to me through the SIPP's single investment option?

Full details of the investment options available to you are given in the Rowanmoor SIPP Key Features document. You should read this carefully and discuss your options with your financial adviser, or another suitably qualified professional.

#### What fees do I pay when I convert my single investment SIPP to a full investment SIPP?

If you have a single investment SIPP and wish to convert to a full investment SIPP you will pay the full investment SIPP annual administration fee from the date of conversion. This will be pro rata to the next plan anniversary. If you convert your SIPP in the first year after it has been established, the full investment SIPP set up and annual administration fees become payable immediately. You will also need to pay any additional investment related fees which apply to the investment choices you make.

We reserve the right to charge a switch fee of £105 plus VAT should you make multiple switches in a 12 month period.

#### What fees do I pay when I convert my full investment SIPP to a single investment SIPP?

If you have a full investment SIPP and wish to convert to a single investment SIPP you will pay the single investment SIPP annual administration fee from the date of conversion. This will be pro rata to the next plan anniversary. You will need to make sure that your chosen investment fits within our criteria for a single investment SIPP. Full details of the investment options available to you are given in the Rowanmoor SIPP Key Features document.

We reserve the right to charge a switch fee of £105 plus VAT should you make multiple switches in a 12 month period.

#### What are 'transfers of assets in lieu of cash contributions' and how do the fees for contributions work?

It may be possible to transfer asset(s) in lieu of a cash contribution, but the administration is complex, so we make a charge for this work and collect the fee once the transaction has been completed. Investment related fees will be charged in addition for each asset transferred. If you are making a transfer in lieu of a cash contribution we recommend you discuss your options with a suitably qualified adviser.

We do not charge a fee for any cash contributions.

#### How do the fees for the transfer in of cash or in specie benefits work?

In specie is a Latin phrase, often used when referring to transfers of assets between pension schemes. It means 'in its actual form', so, rather than converting the asset to a cash value before transferring in cash, the asset itself is transferred. Examples of assets that might be transferred in specie are TIPs, OEICs, unit trusts, stocks, quoted or unquoted shares and property.

We do not charge for arranging for the transfer of benefits from another pension scheme to your SIPP. By completing the 'benefits from other schemes' section of our Application Form you can give us the authorisation we need to contact an existing pension scheme and arrange for a transfer to be executed. Transfers may be made in cash form or in specie. Investment related fees will be charged in addition for each in specie asset, except for managed investment portfolios with discretionary fund managers, fund platforms or stockbrokers and some basic direct single investments. You should seek financial advice, from a suitably qualified adviser, before making any transfer.



## Benefit related fees

### What are your charges for taking benefits?

Please see our fees quoted on page seven. The total fees you pay may be more than this, depending on whether we need to obtain valuations and arrange for disinvestment of your SIPP assets to pay your benefits.

## Investment related fees

### Why do you not charge for investment transactions through your SIPP investment partners?

An investment established with any of our SIPP investment partners benefits from reduced fees because we have negotiated and agreed streamlined administration services. Our partners also send us regular electronic valuations to automatically update our systems. Our investment portfolio set up charge is waived in all cases and the charge for ad hoc valuations of investments with partners with whom we have automated data links in place is also waived. Recent 'headline' valuations of portfolios established with our investment partners are available through the Rowanmoor Portal.

### Is a single authorised unit trust, OEIC or TIP application for two funds one or two transactions?

This counts as two transactions. We cannot hold unit trusts and OEICs directly under the SIPP, so if these are investments you wish to make, we recommend they are held within an investment manager's portfolio. Your investment into your portfolio with your chosen investment manager will count as one transaction, even if you have multiple investments within that portfolio. We can hold TIPs directly. When we complete an application form for a directly held insurance company TIP, we apply a transaction fee for each individual fund purchased or sold.

### Do your fees include the investment manager's or stockbroker's fees?

No, our investment transaction fees relate to the recording and reconciling of investment transactions by us and do not include stockbroker, investment manager or nominee fees and charges.

### I want to purchase shares in a company; will I be charged for a basic or a complex direct investment?

Basic direct investments are those which we consider to be easily identifiable as meeting our acceptable investment conditions, have a straightforward application process and can be valued readily. They include assets provided by banks, building societies and life assurance companies such as deposit or savings accounts, TIPs and pension policies. Complex direct investments are those which we do not consider to be basic direct investments or are separately listed in the schedule of fees and services and include unquoted shares, exempt property unit trusts (EPUTs) and collective investments (non-regulated).

The fee for share purchase depends upon whether the share is quoted on a recognised stock exchange or not. Quoted stocks and shares, like managed funds, unit trusts, OEICs, gilts, fixed interest securities or any other quoted investment, must be held by an appropriate investment provider as we do not place any quoted investments directly. We do not charge for quoted investments held with one of our investment partners.

Our fees for an investment in unquoted shares cover services including detailed checks to ensure that the purchase will not be considered to be an unauthorised payment and ownership of the shares will not give rise to an indirect interest in taxable property, the investment satisfies our due diligence criteria and that the investment can be properly administered.

### Why do you charge a fee for non-payment of investment returns?

Where investment return is in default, it may be that we will need to undertake additional administration. For example, the charge can be levied as a result of non-payment of rent on a property that is an asset of the SIPP.

## Property fees

### How do you calculate fees for dealing with the purchase of property?

We charge a flat fee for dealing with the purchase of a property, although we do reserve the right to charge a higher price for particularly complex or time consuming transactions. We will appoint our retained solicitors to oversee all legal work on property assets in your SIPP. Our solicitors are accomplished in the purchase of property by a pension arrangement and the requirements of HMRC. Their costs are competitive and they are familiar with all aspects of the legal documentation involved in property purchase. You will need to consider other fees associated with the cost of the purchase, such as surveyors' fees, specialist risk reports, stamp duty land tax and VAT. Our SIPP Commercial Property Guide pack provides detailed information on the purchase of property through your SIPP and includes a guide to our retained solicitors' fees, which is also available upon request from our Sales Support Team on 01722 443742 or by emailing [enquiries@rowanmoor.co.uk](mailto:enquiries@rowanmoor.co.uk).

### What do you do for your property development fee?

If you are considering a commercial property investment, which may require development, or think you may want to develop a commercial property investment in the future, our commercial property development services will be required. Further details of the services included in the property development fee are given in the section 'additional services' on page four.

### What services are covered by the annual property charge?

The annual property fee covers the additional complexity of the administration work we need to undertake where a scheme owns a property. It includes notifying you when a lease is due to expire, or rent reviews are due and dealing with insurance renewal documentation to ensure the property remains insured. Our services do not include property management, so you need to consider how you will manage any property held within your SIPP, which must be performed in accordance with the principles of good estate management.

## Borrowing

### Why do I need to pay a fee if my SIPP borrows money?

If your SIPP borrows to purchase a property, we charge a borrowing fee to cover the work we undertake to ensure the borrowing is within HMRC borrowing limits, for dealing with the mortgage, liaising with the lender, reviewing and completing borrowing documentation and setting up repayments, where required as part of the overall purchase process.

## General

### **Do your fees increase?**

The annual administration fee may increase each year in line with annual increases in the index of Average Weekly Earnings as calculated from the last published month preceding the due invoice date. Fees for additional services are reviewed and may increase each year with effect from 6 April.

### **If I use a service with an annual fee part way through the year will I be charged the full amount?**

Annual administration fees are payable in advance from the commencement date of the SIPP. Any additional annual fees that first become payable, other than on the plan anniversary, will be prorated to reflect the fee payable up to the next plan anniversary. The full annual fee will then be payable from the next plan anniversary.

### **Do you receive any other income in relation to my SIPP?**

The terms of our agreement with Metro Bank involve us undertaking aspects of bank account management, for which we may receive a payment. Further information, including the current interest rate, can be found on [www.rowanmoor.co.uk/bank](http://www.rowanmoor.co.uk/bank).

### **Is there anything else I should know?**

All fees quoted are those levied by Rowanmoor Personal Pensions Limited. Additional fees and conditions may be applied by third parties for their services, including our investment partners.

The services and fees set out under the heading 'additional services' are indicative, but not necessarily inclusive of every additional service that might be requested.

All flat fees quoted are those that we would seek to charge in normal situations.

Rowanmoor Personal Pensions Limited reserves the right to:

- charge a proportionate fee for any work undertaken on an aborted or pending transaction;
- impose a late payment surcharge of 1% per month on outstanding fees;
- charge higher fees when the circumstances are unusually complex and/or time consuming. As the situation may not always be apparent from the outset, we will use our best endeavours to advise clients as soon as possible if it is intended to invoke this.

In the event of termination of services, all fees then due to Rowanmoor Personal Pensions Limited shall be payable and no fees shall be refundable.

All schemes are subject to HMRC reporting requirements.

## Glossary and explanation of terms

### Basic direct investments

Basic direct investments are those which we consider to be easily identifiable as meeting our acceptable investment conditions, have a straightforward application process and can be valued readily. They include assets provided by banks, building societies and life assurance companies such as deposit or savings accounts, TIPs, and pension policies.

### Complex direct investments

Complex direct investments are those which we do not consider to be basic direct investments or are separately listed in the schedule of fees and services and include, for example, unquoted shares, exempt property unit trusts (EPUTs) and collective investments (non-regulated).

### Contribution

A payment made to a registered pension scheme, like the Rowanmoor SIPP, for the purpose of benefit provision.

### Crystallisation

The use of all or part of a SIPP plan to provide benefits is known as a crystallisation event.

### Flexi-access drawdown

From 6 April 2015, income may be taken from a fund as flexi-access drawdown. There are no restrictions on the level of income that can be taken under flexi-access drawdown, but all payments are subject to taxation at the member's, or beneficiary's, marginal income tax rate.

### In specie

A Latin phrase, often used when transferring assets between parties. It means 'in its actual form', so, rather than converting an asset to a cash value before transferring in cash, the asset itself is transferred. Examples of assets that might be transferred in specie are TIPs, OEICs, unit trusts, stocks, quoted or unquoted shares and property.

### Lifetime allowance

The lifetime allowance is the maximum pension fund that you can accumulate from all of the pension schemes of which you are a member during your lifetime, without being subject to a tax charge, known as the lifetime allowance charge. Your financial adviser can explain this further.

### Marginal income tax rate

After any tax-free allowances and allowable expenses have been taken into account, the amount of tax you pay on your income is calculated on a series of tax bands, using different tax rates. The highest rate you pay is known as your marginal income tax rate. Your income can include, for example, earnings from employment, pension income, investment income etc.

### OEIC

An open ended investment company, or OEIC, is a professionally managed collective investment fund; a form of shared investment, that pools your money with thousands of other people's and invests in shares, bonds, property, cash assets or other investments in the world's stock markets.

### Pension commencement lump sum

Once you have reached the age of 55, you can decide to start drawing benefits from your pension scheme. If you fall ill before reaching age 55, you may also be able to draw retirement benefits

early. Some of these benefits can be paid to you as a tax-free cash lump sum (called the pension commencement lump sum) with the remaining balance used to provide income which is taxed at your marginal income tax rate.

Under a Rowanmoor SIPP you may elect to take a pension commencement lump sum of up to 25% of the value of your plan, with the balance normally being used to provide you with an income taxed at your marginal income tax rate.

Normally, the maximum tax-free lump sum that you can take is 25% of the fund you use to provide pension benefits, up to the lifetime allowance (see 'lifetime allowance'). However, you may be entitled to more than this amount if you have obtained lump sum, fixed, or individual protection. Your financial adviser will be able to explain this further.

### Pension relief at source (PRAS)


When you contribute to a Rowanmoor SIPP we will reclaim income tax at the basic rate from HM Revenue & Customs. It may take some time for payment to be made by HMRC. Once received, the tax rebate is then added to your funds. You will need to reclaim tax relief above the basic rate of tax via your self-assessment tax return.

### TIP

A trustee investment plan, or TIP, is an investment plan designed for SIPP's and other member-directed pension schemes like small self-administered schemes (SSASs). They are generally available in the UK through life assurance companies and invest in life assurance company funds.

### Uncrystallised funds pension lump sum

From 6 April 2015, funds in a money purchase scheme may be withdrawn as an uncrystallised funds pension lump sum. This is different from flexi-access drawdown, as all funds are paid at once. Twenty five percent of an uncrystallised funds pension lump sum may be paid tax-free with the remaining 75% subject to tax at the member's marginal income tax rate.

 01722 443742

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Rowanmoor is a trading name of the following three companies, Rowanmoor Executive Pensions Limited registered number 05792242, Rowanmoor Personal Pensions Limited registered number 02268900 and Rowanmoor Trustees Limited registered number 01846413. The registered office for each of these three companies is Rowanmoor House, 46-50 Castle Street, Salisbury, SP1 3TS. The three companies are also wholly owned subsidiaries of Embark Group Limited. Rowanmoor Personal Pensions Limited is authorised and regulated by the Financial Conduct Authority (FCA) under reference number 458260. The provision and administration of Small Self-Administered Schemes (SSAS) and trustee administration are not regulated by the FCA. Therefore, Rowanmoor Executive Pensions Limited and Rowanmoor Trustees Limited are not regulated by the FCA in relation to these schemes or services.

If you require this document in audio, large print or Braille format, please telephone 01722 443742.

SIPP-CL04/20