



# Corporate Fee Schedule

January 2026

## Phoenix CSIPP

This is a legally binding document between you and Curtis Banks Limited. It is part of a set which should be read together:

- **Fee Schedule**
- Terms and Conditions
- Key Features Document
- Member Schedule

## Phoenix CSIPP

### Individual SIPP Fees

Establishment fee	£327	
Annual administration fee	£327	Per member in default fund option
	£518	Per member in self-select fund option
	£129	Per paid-up member (where no further contributions are being made)

Your annual fees are payable on the anniversary of the SIPP. The basic administration fee covers the following work:

- Maintenance of scheme records
- Processing regular contributions
- Dealing with routine correspondence
- Production of an annual valuation and accounts
- Provision of Statutory Money Purchase Illustration
- Submission of standard regulatory returns
- Implementing legal and regulatory changes
- Opening and operating the SIPP bank account

In addition to the above, the annual fee covers the maintenance of the scheme (tax efficient wrapper)

### Protected Rights SIPP Fees (when set up within the main PY SIPP)

Establishment fee	£154
Annual administration fee	£271

### Taking Benefits

Establishing drawdown	£432
Drawdown reviews	£308
Pension payments/lump sums in excess of your allowance (per annum)	£186*
Annuity purchase	nil

\* The due date for this fee is aligned with the annual administration fee date. If you're taking regular income, both fees will be charged at the same time each year. If you take a one-off income payment, this will be charged at the time of taking the income, and it will cover the period up to the next annual administration fee date. For example, if an annual administration fee is due 26 June and an ad hoc income payment is taken on 15 December, the payment of pension fee will cover the period from 15 December to 25 June the following year.

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### Other Fees

Transfers in	£74 per policy at all times
Transfers out - full or partial	nil
Transfers out - full or partial to a ROPS	£432
Death claims	Time-costed at £186 per hour (minimum £465)
Transfer of personal asset	Time-costed at £123 per hour
Full additional scheme valuation	Time-costed at £123 per hour
Additional scheme valuation/projection (based on last annual valuation)	£62
HMRC & FCA exception reporting	£186 per annum
Meetings	Time-costed at £186 per hour
Change of IFA and notify investment house	£62
Providing scheme information	Time-costed at £123 per hour
Copy bank statement	£37 per quarter

### New Investment Transactions

Unquoted share purchase	1% of acquired shares' value (minimum £616)
Unquoted share sale	Time-costed at £186 per hour (minimum £620)
Share offer for unquoted shares	£186
Private equity share issues	£186
Investment transactions	£37 per transaction i.e. encashments, purchases, switches, moving money, etc. - billed monthly
Loans, including loan to SIPP, loan note, borrowing, etc.	Time-costed at £186 per hour

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### Property Fees (fees quoted are per property)

Property acquisition (UK and/or abroad)	Time-costed at £186 per hour, billed monthly (minimum £1,488)
Property development	Time-costed at £186 per hour, billed monthly (minimum £992)
Property syndicate agreements (10+ members)	£186 per member
Property partnership agreements (2-9 members)	£186 per member
Property joint ownership agreements	£1,231
VAT registration (if required)	£246
Sales/transfers out	Time-costed at £186 per hour, billed monthly (minimum £620)
Transfers in specie (SIPP to SIPP)	Time-costed at £186 per hour, billed monthly (minimum £620)
Environmental search	£369 initial report - further investigations will incur additional charges
Property insurance	As per premium quoted on block policy (where agreed insurance is arranged independently, a £186 administration fee may be charged annually in advance)

Curtis Banks Limited receive a portion of the premium paid under the property insurance to pay for the administration of the policy.

### Annual Property Fees

Annual administration fee	Time-costed at £123 per hour, billed monthly (minimum £369)
VAT returns	£222, billed quarterly
Multiple tenancy	£149 (per tenant where more than one incumbent), billed annually in advance

We reserve the right to charge for any work requested that is not covered by this fee schedule. This would be notified to you in advance and charged on a time-cost basis at £123 or £186 per hour, depending on the complexity of the work.

We reserve the right to change fees; any such changes will be notified in writing with a minimum of one month's notice.

We will charge interest on overdue fees (if not paid within 30 days) at 3% above Barclays Bank plc's base rate.

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**Note:** No fees will be refunded in part or full when a transfer out is initiated. This includes but is not limited to annual, and income facility fees.

Bespoke work that is not covered under this fee schedule will be charged at the above hourly rate. A quote will be provided in advance.

For further information on your cSIPP please refer to our Key Features Document.

### **Adviser Charging**

If you have appointed a Financial Adviser you may agree for them to receive initial and recurring remuneration from your Curtis Banks product and/or your Phoenix CSIPP investments as detailed in the Key Features Document. Your Financial Adviser will be able to give you more details.

### **How does VAT apply to fees?**

All fees are subject to VAT.

### **Where can I find further information?**

For further information on the Phoenix CSIPP please refer to our Key Features Document, which can be obtained from your Financial Adviser or directly from us by visiting [www.curtisbanks.co.uk](http://www.curtisbanks.co.uk) or calling **0370 414 7000**.

### **Accessing our services**

If you experience difficulties accessing any of our services due to personal circumstances, we may be able to make some adjustments to help you. Please contact our Client Management Team on 0370 414 7000 or [cmt@curtisbanks.co.uk](mailto:cmt@curtisbanks.co.uk) to discuss any support adjustments that may be available to you.



For literature in alternative formats, such as Braille, large print, audio or E-text, please call us on 0370 414 7000, or via the Typetalk service on 18001 0370 414 7000.

"Curtis Banks" is the trading name of Curtis Banks Group Limited (CBGL) (registered in England, number 07934492), Curtis Banks Limited (CBL) (registered in England, number 06758825), Suffolk Life Pensions Limited (SLPL) (registered in England, number 01180742), Suffolk Life Trustees Limited (SLT) (registered in England, number 06341296), Suffolk Life Annuities Limited (SLAL) (registered in England, number 01011674), SLA Property Company Limited (SLAPC) (registered in England, number 01203396), Tower Pension Trustees (S-B) Limited (TPTSB) (registered in Scotland, number SC340871), Bridgewater Pension Trustees Limited (BPTL) (registered in England, number 03821053), SPS Trustees Limited (SPST) (registered in England, number 08312411), Colston Trustees Limited (CTL) (registered in England, number 06867955), Montpelier Pension Trustees Limited (MPTL) (registered in England, number 05802677), Temple Quay Pension Trustees Limited (TQPTL) (registered in England, number 05679427), Tower Pension Trustees Limited (TPTL) (registered in England, number 02178783), Crescent Trustees Limited (CrTL) (registered in England, number 03915165).

"Curtis Banks Pensions" is the trading name of SLPL.

CBGL, CBL, TPTSB, BPTL, SPST, CTL, MPTL, TQPTL, TPTL, CrTL have their registered office at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP. SLPL, SLT, SLAL, SLAPC have their registered office at 153 Princes Street, Ipswich, Suffolk, IP1 1QJ. CBL and SLPL are authorised and regulated by the Financial Conduct Authority. SLAL is authorised as an insurance company authorised by Prudential Regulation Authority (PRA) and regulated by the FCA and PRA.

CBGL, CBL, SLPL, SLAL and SLAPC are members of a VAT group with VAT registration number 514 0358 80.

All companies are wholly owned subsidiaries of Nucleus Financial Platforms Limited (registered in England, number 06033126) whose registered office is at Suite B & C, First Floor, Milford House, 43-55 Milford Street, Salisbury, SP1 2BP, and are members of the Nucleus Group. Further details of the Nucleus Group can be found at [nucleusfinancial.com](http://nucleusfinancial.com). (12/25)

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