



## Guide to fees 15 September 2010 to 30 June 2011

Scheme administration	
Initial set-up fee	£500 (see notes 7 and 8)
Yearly management fee payable in advance	£675 per annum plus £100 per annum for each Participant, excluding Minors (see note 9)
Investment	
Annual investment fee: Valued and charged in arrears at the scheme's annual renewal date	A scheme level tiered charge of: 0.25% of the fund value on funds* up to £1 million; plus 0.15% on the funds* in excess of £1 million
* excluding any funds invested in the Elevate General Investment Account for Pensions, AXA Offshore Bonds and Winterthur Trustee Investment Plans but including the balance on the designated bank account.	
In-specie transfer in/out	We do not apply charges for transfers. However the previous provider may make a charge for transferring away
In-specie contribution	In-specie contributions are individually charged and fees are available on request
Retirement income options – for each Participant	
Drawdown Pension – Subject to mandatory triennial and annual reviews.	
Set-up fee (see note 10)	£100
Review fee (see note 10)	£100 per review
Scheme Pension	
Set-up fee (see note 10)	£250
Review fee (see note 10)	£200 per review
Ad hoc actuarial work	
Ad hoc actuarial work (e.g. pensions splitting, additional valuations)	£100 per hour

## Property acquisition – Property Classes A and B

Property instruction fee	Included in the annual investment fee
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Lender's fee	Quoted on application
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## Property acquisition – Property Class A

<b>Surveyor's fees</b>	£400 + VAT (see note 11)
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### Environmental surveyor's fees

Initial environmental fee	Included in the annual investment fee (see note 12)
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Environmental screening (if required)	Minimum £800 + VAT (see note 13)
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### Solicitor's fees

Freehold property	£1,450 + VAT+ disbursements
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Leasehold property	£1,750 + VAT+ disbursements (both subject to one existing lease)
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To review additional lease	£300 each + VAT
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New lease (non negotiated)	£500 each + VAT
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New lease (negotiated)	£850 each + VAT
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Charge for loan documentation	£450 + VAT
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## Property acquisition – Property Class B

<b>Surveyor's fees</b>	0.1% of property value (minimum £400) + VAT (see note 11)
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### Environmental surveyor's fees

Initial environmental fee	Included in the annual investment fee (see note 12)
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Environmental screening (if required)	Minimum £800 + VAT (see note 13)
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### Solicitor's fees

Freehold property	Quoted per property
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Leasehold property	Quoted per property
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To review additional lease	Quoted per property
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New lease (non negotiated)	Quoted per property
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New lease (negotiated)	Quoted per property
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Charge for loan documentation	Quoted per property
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## Property administration – Property Classes A and B

Annual fee per lease	Included in the annual investment fee
Other costs	see note 14

An alternative process and charging structure will apply to Scottish properties. Please see the 'Family Suntrust – Investment in commercial property' guide and speak to the Financial Adviser for further information.

## Discretionary Fund Manager (DFM)

Appointment of DFM	Included in the annual investment fee
Change of DFM	Included in the annual investment fee
Charge made by DFM	Negotiated between DFM and individual client

## Scheme's designated bank account with the Bank of Scotland

### Interest rates

Interest credited to the account is variable (minimum rate zero). It is calculated on the account's daily cleared balance and credited quarterly.

- 0.35% below the Bank of Scotland (BoS) base rate when the BoS base rate is 1.5% or lower (see note 15)
- 1% below the BoS base rate when the BoS base rate is above 1.5% (see note 15)

### Commission

AXA receives ongoing commission on the value of cleared funds in the account

- Zero where the BoS base rate is 1.5% or lower
  - 0.65% per year where the BoS base rate is above 1.5%
- Commission is paid as part of the reduction in the interest rate below the BoS base rate, as shown above. It is not an additional reduction.

## Notes

1. Where amounts of fees are given, unless otherwise stated, they are inclusive of VAT where applicable and will not change if the rate of VAT changes.
2. All charges expressed as a monetary amount may be increased annually, in line with the Average Weekly Earnings Index (or other suitable index), normally on 1 July.
3. There are a number of circumstances that could lead to an increase in the fees, such as tax, legislative or regulatory changes, or staff and overhead costs being higher than we expect. In some cases the costs of using 'third parties' could be more than we expected. A third party is any party which is not AXA. If any of this happens, we will write to you to advise you of the change. Please see the 'Family Suntrust - Terms and Conditions' for further details.
4. Participants must ensure that a suitable cleared balance is maintained in the Scheme's designated bank account to cover any fees in connection with the operation of the Scheme. Please see the 'Family Suntrust – Terms and Conditions'.
5. Each year, a renewal pack will be issued for the Scheme. This will include a valuation of the Scheme along with a current version of this document. Additional valuations are available on request, but will incur additional fees in accordance with the 'Fees for ad hoc actuarial work' section above as well as fees applied by third parties for an up to date valuation of assets (if it is necessary to obtain an up to date valuation).
6. There will be a time charge applied where Scheme assets need to be sold but Unanimous Written Agreement is not received. Please see the 'Family Suntrust – Terms and Conditions'.
7. The Initial set-up fee and first yearly management fee are payable on acceptance of your Scheme. Subsequent yearly management fees are payable on each anniversary of the acceptance date.
8. The Initial set-up fee includes registering with HM Revenue & Customs for the Scheme to be eligible for tax relief, registering the Scheme to receive tax relief at source and arranging for the Scheme to be contracted-out of the State Second Pension for the purpose of accepting a transfer payment which includes Protected Rights. It also includes registering the Scheme with the Pensions Regulator as appropriate.
9. If a Participant joins during the Scheme year the yearly management fee will be payable on a pro-rata basis in that Scheme year.
10. In addition, in respect of some transactions there may be additional fees charged by third parties. For example, where we need to value the fund, a cost may be charged by the asset provider for providing the value. Where reasonably possible, the Scheme Administrator will notify the Participants in advance of the likely level of these fees. Such fees will be paid from the Scheme.
11. Once the surveyor has been instructed the surveyor's fee is not refundable, even in the event of the transaction failing to proceed to completion for whatever reason. If the property purchase requires borrowing, the valuation fee will be agreed with the lender's approved surveyor. Participants can also instruct their own surveyor if it meets our requirements. Please see the 'Family Suntrust – Investment in commercial property guide' for further details.
12. Our preferred environmental surveyors will review the property valuation and provide an Initial Environmental Report on the property.
13. If potential for environmental risk is apparent, our preferred environmental surveyors may need to undertake a full environmental inspection. If so, additional costs will be incurred, which will need to be agreed before progressing.
14. It is not possible to set out all potential costs, fees and charges associated with commercial property investment. There are likely to be other costs not set out in this guide which will be incurred in respect of an investment in commercial property. Any fees arising from appointed third parties, together with all associated costs and expenses arising from the on-going administration and compliance with relevant legislation in respect of any investment in commercial property including litigation, must be met from the Scheme. The Scheme Administrator will provide the Participants with details of any such costs which are envisaged or are incurred as soon as reasonably possible. Such costs will be reasonably incurred and reasonable in amount.
15. The percentage rate of interest below the Bank of Scotland (BoS) base rate (excluding any ongoing commission received by AXA) is set by BoS. The rate is fixed until 30 June 2011 but BoS may change it at any time after this date.
16. The charges in this leaflet are in addition to any charges you agree with the Financial Adviser or any other third parties for advice and support. These charges will be disclosed to you separately.