

Our Schedule of Costs & Services for Auto- enrolment

Allen Tomas &^{co}

FINANCIAL MANAGEMENT

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Allen Tomas & Co Financial Management Ltd is registered in England and Wales with number 8864562 and is authorised and regulated by the Financial Conduct Authority with Financial Services Register number 630427

Initial Costs & Services

		Service	Cost
		Initial meeting - Gathering information including current circumstances, existing financial arrangements, objectives and attitude to risk	At our expense
Financial Review, Research & Recommendations Report		Verification of identity	£150 per hour
		Identify staging date, create a plan and assess the workforce by identifying workers	
		Review current schemes and suitability	
		Inputting of relevant client data into our software systems	
		Analysing the data received including the risk and tax position	
		Researching the most suitable solution including governance, postponement, joiner and staging process, investment strategy, contribution basis and default investment	
		Preparing the recommendations report	
		Meeting with adviser to present the recommendations report	
Policy Arrangement & Implementation		Educate employees on the recommended solution through seminar, mailing, flyers, inserts or posters	£150 per hour
		Liaising with the provider's implementation manager and your scheme administrator to ensure scheme set up	
		Providing regular updates to keep you informed of progress	
		Support with setting up and obtaining online login details for employer/employee and training on how to access the pension through our website	
		Ensuring all your documents are completed and issued in line with your expectations	
		Liaise with accountant to aid with implementation process	

The cost of the initial fee will be based on the time we believe will be spent in setting up your scheme. This will vary depending on a company's needs/complexities and will be confirmed to you after our first meeting.

On-going Costs & Services

Service	
Auto-enrolment	<ul style="list-style-type: none"> ➤ Access to adviser and support staff throughout the year ➤ Employee communications ➤ Support employer with online duties ➤ Provide employee support including help with online access ➤ On-going maintenance of your file and full administration support ➤ Support with trust duties where applicable (expression of wishes) ➤ Scheme review and governance including report ➤ Yearly meeting with adviser ➤ Support employer with re-enrolment process ➤ Support employer with their record keeping duties ➤ Review salary exchange and future contribution levels ➤ Support employer and accountant with the online review process and duties

Examples of Initial Costs

Auto-enrolment	Typical Cost
Auto-enrolment – Research, Recommendation, Presentation and Set up of Qualifying Workplace Pension Scheme.	£500 - £4,000

The cost of our initial fee is based on the time we believe will be spent in setting up your scheme. This will vary depending on a company's needs/complexities and will be confirmed to you after our first meeting. There are several factors which determine our initial fee which include (but not limited to);

- ▶ Number of Staff
- ▶ Location of Business (travel costs)
- ▶ Involvement required with Accountant to meet your obligations
- ▶ Existing Pension Scheme in Place
- ▶ Chosen Pension Scheme (i.e. Trust based scheme or Bespoke Insurance Option)
- ▶ Staff Presentations Required
- ▶ 1-2-1 Staff Meetings Required

Examples of On-going Costs

Auto-enrolment	Typical Cost
Providing ongoing services for 0-10 members	£50 - £75 per month
Providing ongoing services for 11- 20 members	£75 - £100 per month
Providing ongoing services for 21 + members	£100 - £200 per month

***Ongoing costs are only applicable if you would like regular ongoing reviews to analyse the ongoing suitability of your scheme with reference to scheme/fund performance and governance. We cannot provide ongoing reviews if NEST is your chosen scheme.**

Payment Terms

- Payment of our fees for initial advice are paid directly (we do not receive any fees from providers)
- Initial advice - Should you instruct us to commence work after agreeing our terms, then decide not to proceed, you will be charged the initial fixed fee quoted in your Terms of Engagement document
- After the initial consultation, we will provide you with our Terms of Engagement, which will provide you with our actual costs for initial and on-going services (if applicable)
- The Terms of Engagement will specify if any direct payment for initial advice is to be made before work commences. The remainder of the fee will then be invoiced with the recommendations report.
- All invoices must be settled within 14 days
- We will guarantee not to exceed the initial fees set out in the Terms of Engagement, therefore the cost quoted is the cost you will incur. On-going fees can only be changed in the future with your consent and completion of a new Terms of Engagement
- Under current legislation our services are not subject to VAT but should this change in the future, and where VAT becomes due, we will notify you before conducting any further work
- The initial fee must be paid up front and cannot be spread over a period of time
- It is not compulsory to engage with our on-going service. If you do not wish to then you will simply be classed as a transactional client. Transactional clients will only get initial support and be subject to the initial fees as described
- If you decide to become an on-going support client and you cancel the agreement, you will continue to be charged until we receive notice of the cancellation in writing