



PRINCIPLE
PARAPANNING

FEE SCHEDULE

TRANSFERS

Type of business	Individual plan fee	Additional plan fee
Pensions / Investments	£300	+£50
Replacements into IHT/BR/VCT/EIS	£450	+£50 Into a different product
Equity ISA transfer	£200	+£25
Drawdown/UFPLS cases (external)	£550 (up to 2 plans)	+£50
SJP drawdown/UFPLS	£475	N/A
Safeguarded benefits check	£150	+£50
Safeguarded benefits (includes safeguarded benefits check)	£750	+£75
QROPS	£450	+£50
SIPP/SASS replacements	£375	+£50
Protection replacements	£250	+£25



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DEFINED BENEFIT TRANSFERS

Type of business	Individual plan fee	Additional plan fee
Letter of engagement (LOE)	£200	N/A
Abridged advice (light) (includes LOE)	£250	N/A
Abridged advice (prelim) (includes LOE)	£450	N/A
Abridged advice (no prelim) (includes LOE)	£350	N/A
Final salary (full advice stage)	£1,000	N/A
Each additional DB plan (transferred at the same time)	£300	N/A



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NEW BUSINESS

Type of business	Individual plan fee	Additional plan fee
Cash ISA transfers	£150	N/A
Long term care/Equity release	£350	+£25
Drawdown Review	£175	N/A
Shortened SJP drawdown letter	£75	N/A
New investments (pensions, ISAs)	£150	+£10
New Investments into IHT/BR/VCT/EIS schemes	£250	+£50
Annuities	£300	+£50
Protection	£225	+£15
Mortgage	£250	N/A
Group protection	£275	N/A



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ANCILLARY

Type of business	Individual plan fee	Additional plan fee
Critical yield calculation (1 plan)	£100	+£25
Final salary data gathering	£25 per plan	N/A
Final salary data gathering from an LOA stage including initial assessment of plan	£80 per plan	+£80
IHT calculations	£75	N/A
Short top-up suitability letter	£75	+£10
Carry-forward calculations	£75	N/A
Annual allowance calculations	£75	N/A
Capital gains tax calculations	£75	N/A
Addendum	£75 per hour	N/A
Ad-hoc work	£75 per hour	N/A
Income sustainability calculation	£75	£15
Cases involving DFM investments	+£75	N/A
Assist in the structuring of the advice	+£25	N/A
Cash Flow Modelling	£75 per hour (Minimum 1 hour)	N/A



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TERMS OF BUSINESS

FEES

- Prices effective from 1st April 2024.
- All fees shown are exclusive of VAT. VAT will be added at the invoice stage.
- A case is considered complete when the Suitability Letter has been finalised.
 - However, we generally issue invoices upon approval, once per month.
 - Please note: if a case does not proceed, we may still invoice based on the time spent and work already completed.
- Final Salary/DB cases will be invoiced at each stage of completion, rather than at the end of the process.

OUR FEES COVER THE FOLLOWING:

Our standard fees cover the following:

- Full data gathering (including follow-up for missing information, where required).
- Review of ceding scheme information, Client Fact Find (CFR), and advice.
- Requesting any necessary concessions.
- Drafting of the Suitability Letter(s).
- Creation of the required illustrations and advice set.
- Obtaining Business Approval (BA) where applicable.

Additional Charges:

- Certain case types that require more complex work, such as Income Sustainability calculations, Inheritance Tax calculations, etc. incur additional fees
- Where multiple calculations are required such as, Income Sustainability calculations are required (e.g., to obtain BA approval), subsequent calculations are charged at a discounted rate.

COMPLETION OF THE SUITABILITY LETTER

If we send a Suitability Letter and changes to the advice are required, the following could apply.

- If an amendment to the same Suitability Letter can be carried out: This will be charged as an *addendum*.
- If the amendments require a new letter to be completed (via Aptus for example) due to material changes to advice: These will be charged as a *new case*, in addition to the original/existing case fee. An example could be a Pension Transfer to a Drawdown.



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EXPECTATION FROM PARTNER/PARTNER OFFICE

To ensure we can work efficiently and deliver high-quality output, we ask that the partner office:

- Provide a complete and accurate submission form.
 - We may accept your own submission form, provided it captures all the necessary details clearly and completely.
- Provide an accurate and up-to-date CFR including the creation an updated Advice Record.
 - If you would like us to assist with updating the CFR, please request this in advance. Additional fees may apply.
 - We may provide support to update an Advice Record. However, please do seek agreement in advance.
- Provide clear advice.
 - We are happy to discuss the advice with you prior to drafting.
 - However, where such discussions exceed 15 minutes, we reserve the right to charge additional fees, assessed on a case-by-case basis.

PAYMENT TERMS

- Payment is due within 14 days of receipt of invoice.
- If payment is not made within 14 days and no prior notification or agreement is given, we reserve the right to apply a late payment charge, calculated as a percentage of the outstanding amount. This charge may increase over time until the balance is settled

CANCELLATION FEE

- If a case is cancelled after being registered, we reserve the right to charge a case registration fee to cover administrative costs, and any work already completed.



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DISPUTES

- ▣ We understand that on occasion we may not deliver the service you would expect from Principle Paraplaning. Therefore, any disputes regarding fees or service must be raised within 14 days of receipt of the invoice or during the processing of your case(s).
- ▣ Please include a detail rationale of your dispute along with any evidence.
- ▣ If no dispute is raised within this period, the full invoiced amount will be deemed payable in full.
- ▣ Should a dispute be raised after this time, we will consider it in good faith; however, any resolution agreed upon at that stage may result in a reimbursement at our discretion and subject to our assessment of the situation.



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