

# ITL FEE AND SERVICE STRUCTURE

SERVICE TYPE	FEES (ex-VAT)		SERVICES INCLUDED
	DEFINED BENEFIT SCHEMES	DEFINED CONTRIBUTION SCHEMES	
Streamline Trustee Service	N/A	€1,800	<ul style="list-style-type: none"> <li>Formal Appointment by Deed in accordance with the trust deed and rules and legislation</li> <li>Request, check and issue the trustee annual report</li> <li>Hold an annual trustee meeting in our office, including preparation and circulation of the agenda &amp; minutes</li> <li>Request and review scheme administration report</li> <li>Ensure the member benefit statements are issued on time and in the correct format</li> <li>Monitor contributions and payments to the scheme</li> <li>Ensure the scheme is compliant with the relevant legislation and regulation</li> </ul>
Standard Trustee Service (based on scheme size)	€4,000 - €9,000	€3,500 - €7,000	<ul style="list-style-type: none"> <li>Formal Appointment by Deed in accordance with the trust deed and rules and legislation</li> <li>Prepare an annual compliance and governance plan</li> <li>Formalise, document and monitor procedures with service providers</li> <li>Set up and operate a trustee bank account</li> <li>Request, check and issue the trustee annual report</li> <li>Hold an annual trustee meeting, including the preparation and circulation of the agenda and minutes</li> <li>Request and review scheme administration report</li> <li>Monitor investments via the trustee annual report, the trustee meeting and the administration report</li> <li>Monitor contributions and payments to the scheme</li> <li>Ensure the member benefit statements are issued on time and in the correct format</li> <li>Ensure the scheme is compliant with relevant legislation and regulation</li> <li>Check and monitor member claims, transfers and refunds</li> <li>Initial review of draft Pension Adjustment Orders</li> <li>Participate in periodic strategic investment review including review of default fund, range investment funds, statement of investment policy principals and investment manager updates</li> <li>Ensure timely preparation of actuarial valuation, the interim actuarial statement and the actuarial funding certificate.</li> <li>Prepare or check the Internal Dispute Resolution Procedures</li> <li>Monitor scheme retirements, including investment approaching retirement, communication to members pre and post retirement &amp; payment of benefits</li> <li>Monitoring of risk benefits attached to the scheme</li> <li>Ensure an Internal Dispute Resolution Procedure is in place</li> <li>Ensure member communications are appropriate, effective and timely</li> </ul>
Premium Trustee Service (based on scheme size and services required)	€10,000 to €20,000	€10,000 to €20,000	<p>This service includes the Governance Review and Standard Trustee Services outlined above Plus:</p> <ul style="list-style-type: none"> <li>Quarterly trustee meetings</li> <li>Manage or consult on scheme amendments or changes</li> <li>Manage member issues, complaints or disputes</li> <li>Work with the actuary and employer on the preparation of actuarial valuations and funding proposals</li> <li>Participate in formal review of scheme service providers - investment managers, administrators etc.</li> <li>Review of Pension Adjustment Orders</li> <li>Formulate member communication plans</li> </ul>
Governance Review Service	€5,000	€2,500	<ul style="list-style-type: none"> <li>Review the compliance and governance of the scheme to date</li> <li>Prepare compliance and governance plan for the scheme</li> <li>Review scheme governing documentation, including the trust deed &amp; rules, the member booklet and any amending deeds for compliance &amp; any conflicts</li> <li>Review compliance with disclosure regulations</li> <li>Formalise and agree procedures with service providers and document these</li> <li>Review or prepare an Internal Dispute Resolution Procedure</li> <li>Prepare a report and plan to deal with any issues or outstanding matters that need to be resolved</li> </ul>
Additional Meeting	€1,000	€1,000	<ul style="list-style-type: none"> <li>Any additional meetings requested will be charged at this rate in addition to the fees agreed above</li> </ul>
Additional Services	On a time basis	On a time basis	<ul style="list-style-type: none"> <li>Any services in addition to those outlined above in the relevant Service Type</li> </ul>