

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