



## Fee schedule

### Trust and corporate management services

#### Initial fee

Minimum fee £1,500

We charge an initial fee based upon the nature of the work and the time-spent to accept the business, to take control of the assets and to obtain the essential due diligence documentation. This fee does not cover, and is in addition to, any third-party legal or advisory fees incurred in establishing the structure and the cost of incorporating or establishing any companies or other entities.

#### Annual fee

Minimum fee £3,000 plus time spent charges

The annual fee comprises a fixed responsibility or retainer charge and time-spent charges for management and administration. The amount of the responsibility or retainer fee will depend upon the nature of the trust and corporate activities and is subject to a minimum charge of £3,000 per year.

#### Termination or transfer fee

Minimum fee £1,500

In the event that the business is terminated or transferred to another service provider a fee will be charged on a time-spent basis subject to a minimum of £1,500.

#### Time-spent charges

Where fees are charged on a time-spent basis the hourly rate applied is determined by the nature and complexity of the work performed. Details of the charge-out rates are contained in a separate schedule. Rates presently range from £100 per hour, for secretarial and administrative duties, to over £300 per hour, where specialist or professional training and knowledge is required.

#### Other charges and expenses

All expenses, third party charges and other disbursements are charged in addition to the Initial, Annual and Termination or transfer fees. Such expenses may include telephone, postage, courier and other communication charges, bank and custody charges, statutory and agent fees, government fees and taxes. As well as the cost of incorporating any companies or other entities. Where it is necessary to attend meetings outside our offices, fees may be charged and calculated on the time-spent plus the cost of any travel, accommodation and related expenses.

#### Invoices and payment

Annual responsibility and retainer fees are charged each year in January; while time-spent charges are charged in annually in arrears. Invoices may be issued more frequently where substantial time charges or disbursements and expenses have been incurred. Fees paid in advance will not normally be refunded on termination or transfer of the business.

This fee schedule applies to Cogent Limited, its subsidiaries and associated companies and should be read in conjunction with our Terms and Conditions.

30 August 2017