

| <b>PAYROLL SERVICES – PRICING STRUCTURE<br/>FOR THE YEAR ENDED 5 APRIL 2026</b> |                                                 |                                             |                                                         |                                                |
|---------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------|---------------------------------------------------------|------------------------------------------------|
| <b>Service per Payroll Run</b>                                                  | <b>Non-Variable<br/>4 Weekly or<br/>Monthly</b> | <b>Variable<br/>4 Weekly or<br/>Monthly</b> | <b>Annual scheme<br/>(salary £5,001 to<br/>£12,570)</b> | <b>Annual scheme (salary<br/>up to £5,000)</b> |
| Operating Charge                                                                | £28.00                                          | £38.00                                      | £300.00                                                 | £220.00                                        |
| Charge per payslip                                                              | 2.70                                            | 2.70                                        | No Charge                                               | No Charge                                      |
| BACS File                                                                       | 10.00                                           | 10.00                                       | No Charge                                               | No Charge                                      |
| Starters/Leavers                                                                | 10.00                                           | 10.00                                       | No Charge                                               | No Charge                                      |
| Re-Run at Client Request                                                        | 100% of the Standard Operating Charge           |                                             |                                                         |                                                |
| SMP Funding Calculations                                                        | 58.00 per Person                                |                                             |                                                         |                                                |
| Notifying HMRC of payrolling benefits                                           | 55.00 per Notification                          |                                             |                                                         |                                                |
| <b>Payroll set up costs</b>                                                     | <b>Up to 9<br/>employees</b>                    | <b>10-25<br/>employees</b>                  | <b>26-49<br/>employees</b>                              | <b>Over 50<br/>employees</b>                   |
| One off fee                                                                     | 35.00                                           | 58.00                                       | 90.00                                                   | 165.00                                         |

| <b>PENSIONS AUTO-ENROLMENT SERVICES AND PRICING STRUCTURE<br/>FROM THE YEAR ENDED 5 APRIL 2026</b> |                               |                              |                              |                              |
|----------------------------------------------------------------------------------------------------|-------------------------------|------------------------------|------------------------------|------------------------------|
| <b>Service per Payroll Run</b>                                                                     | <b>Up to 10<br/>Employees</b> | <b>11 – 20<br/>Employees</b> | <b>21 – 50<br/>Employees</b> | <b>Over 50<br/>Employees</b> |
| Individual Employee Communication Letter                                                           | 5.00                          | 5.00                         | 5.00                         | 5.00                         |
| Prepare Pension File for Provider                                                                  | 10.00                         | 10.00                        | 20.00                        | 30.00                        |
| Transfer Data to Pension Provider                                                                  | 20.00                         | 30.00                        | 40.00                        | 50.00                        |
| Pension set up with NEST or Peoples Pension                                                        | 80.00                         | 80.00                        | 80.00                        | 80.00                        |
| Re-Declarations                                                                                    | 55.00 per Re-Declaration      |                              |                              |                              |

**Note:** All of the prices are subject to VAT at the standard rate.