



# FORWARD GROUP

Private Client | Corporate | Funds

## Standard Fees - 2025

This document is not tax advice and should not be relied upon as such.



# Our Fees & Charges



This note sets out our fees and charges as they apply from **1 January 2025**.

Forward Group reserves the right to adjust its standard fee schedule from time to time as a result of inflation and/or other factors. Non-standard fees may apply in respect of larger groups or where other risk factors present themselves in a client relationship.

If you have any questions in relation to the 2025 Forward fee schedules, please contact your client services Director.



# Corporate Service Fees 2025



2025

One-Off Fees	Transfer in of an existing Jersey Company	From £2,500
	Incorporation of a new Jersey Company	From £2,500
	Dissolution of a Jersey Company	£2,500
Annual Fees	Annual Responsibility Fee, to include: <ul style="list-style-type: none"> <li>• Provision of a Company Secretary</li> <li>• Provision of a Corporate Director (if required)</li> <li>• Provision of a Registered Office address</li> </ul>	£3,850 (same as without directors)
	Annual Compliance Monitoring Fee	£800
Activity Fees	General administration and bookkeeping	*Time spent
	Preparation of annual financial statements	From £1,250
	Preparation of annual financial statements ( dormant company)	£750
	Preparation and filing of a Jersey/IOM/BVI tax return	£475
Third Party Costs and Disbursements	Jersey confirmation statement (payable to JFSC) annually**	£330
	Registration for data protection (payable to the Jersey Office of the Information Commissioner) annually	£50
	ISE registration (payable to the Goods and Services Tax department) annually	£300

\* For certain basic routine administrative, taxation and accounting functions, we charge a basic flat fee, rather than time-spent, for example, submission of the Jersey confirmation statement, filing the JOIC return, CRS or FATCA filings or other legally required returns. These are stated on our website.

\*\* Subject to change.

For the dissolution or transfer out of entities certain fees may also apply, as per our website.

Please review the notes on the subsequent pages for additional information in relation to how fees and charges are raised and applied.

# Foundation Service Fees 2025



2025

One-Off Fees	Transfer in of an existing Jersey Foundation*	From £2,500
	Incorporation of a new Jersey Foundation*	From £3,000
	Dissolution of a Jersey Foundation	£2,500
Annual Fees	Annual Responsibility Fee, to include: <ul style="list-style-type: none"> <li>• Provision of a Council Member</li> <li>• Provision of a Qualified Member</li> <li>• Provision of a Guardian (if required)</li> <li>• Provision of a Registered Office address</li> </ul>	£3,850 (same as without guardian)
	Annual Compliance Monitoring Fee	£800
Activity Fees	General administration and bookkeeping	*Time spent
	Preparation of annual financial statements	From £1,250
	Preparation and filing of a Jersey tax return	£475
Third Party Costs and Disbursements	Jersey confirmation statement (payable to JFSC) annually**	£330
	Registration for data protection (payable to the Jersey Office of the Information Commissioner) annually	£50
	ISE registration (payable to the Goods and Services Tax department) annually	£300

\* This excludes external third-party expenses such as legal fees for drafting Foundation documentation.

\*\* For certain basic routine administrative, taxation and accounting functions, we charge a basic flat fee, rather than time-spent, for example, submission of the Jersey confirmation statement, filing the JOIC return, CRS or FATCA filings or other legally required returns. These are stated on our website.

\*\*\* Subject to change.

For the dissolution or transfer out of entities certain fees may also apply, as per our website.

Please review the notes on the subsequent pages for additional information in relation to how fees and charges are raised and applied.

# Trust Service Fees 2025



2025

One-Off Fees	Transfer in of an existing Jersey Trust**	From £2,500
	Arranging for a new Jersey Trust**	From £3,000
Annual Fees	Annual Responsibility Fee for provision of a Corporate Trustee	£3,850
	Annual Compliance Monitoring Fee	£800
Activity Fees	General administration and bookkeeping	Time spent
	Preparation of annual financial statements	From £1,250

\*\* This excludes external third-party expenses such as legal fees for drafting Trust documentation.

For the termination or transfer out of entities certain fees may also apply, as per our website.

Please review the notes on the subsequent pages for additional information in relation to how fees and charges are raised and applied.

## Partnership Service Fees 2025

Fees in respect of Partnerships are individually priced and not subject to standard fees.



## One-Off Fees

### Take On, Transfer In and Formation Fees

One off fees are generally fixed, however, where the entity has other risk factors, is involved in sensitive activities, or is a more complex arrangement, and/or where during our onboarding process, subsequent to the issuance of a fee proposal, we discover that further investigations are necessary or other high-risk factors are encountered, then the fee may increase with the time spent.

---

All responsibility fees are billed in advance. In the event a structure terminates, winds up or transfers out part way through a billing period, any fees paid are not pro-rated or refundable.

### Responsibility Fee

Annual responsibility fees are the fee for the holding of a particular office only. The fee represents the core cost of being able to offer that service and excludes any work in that capacity, which is billed separately as an activity fee. Where there are other enhanced risk factors, a higher responsibility fee may be payable in recognition of the associated risks.

## Annual Fees

### Compliance Monitoring Fee

Compliance monitoring fees represent the costs of monitoring ongoing compliance matters, such as the ongoing screening and sanctions monitoring required by law on controllers, directors, beneficiaries, settlors, protectors, founders, guardians and/or other connected entities.

Compliance monitoring fees are risk-adjusted by entity and structure to account for any higher risk factors such as enhanced risk or sensitive activities, or for structures involving certain high profile or politically exposed persons. Where a large structure is under common ownership or control then compliance monitoring fees can be capped across the structure.

The compliance monitoring fee does not include the time spent in respect of file reviews or other regulatory mandated periodic reviews or from trigger events, nor any time spent in resolving any matters identified during those reviews, which are invoiced as activity fees.

# Notes on Fees and Charges



Activity fees may be time charged, fixed for a period or for a particular piece of work, or a mixture such that only some administrative activity elements are scoped within a fixed fee arrangement and others charged on a time spent basis.

In the event a structure terminates, winds up or transfers out part way through a billing period, any fees paid are not pro-rated or refundable.

## Fixed Administration Fees

Where administration work is chargeable on a fixed fee basis, then invoices will be due and payable in advance for the year.

## Time Charges

Where administration work is chargeable on a time spent basis, then invoices will be due and payable quarterly in arrears.

## Activity Fees

### Hourly rates

Our current hourly charge-out rates from 1 January 2025 are as follows:

• Associate Director/Director	£335 - £395
• Manager/Senior Manager	£280 - £335
• Assistant/ Administrator/Senior Administrator	£160 - £280
• Bookkeeping/Client Accountant	£180 - £235

For certain basic administrative functions that are common across a number of structure entities, we may levy a flat fee rather than time spent. Please refer to our website for details here: <https://forwardjersey.com/about-us/fees/>

Hourly rates are subject to review annually in January and revised for inflation or other factors.

## Accountancy and taxation

Preparation of financial statements for most entities under administration is an annual requirement. Entities may also have annual or periodic tax filing or other reporting obligations, for example, certain structures require reporting in Jersey under FATCA or CRS.

## Other Activity Fees

Fees for accountancy and tax related services are generally charged on a fixed fee basis as and when those services are delivered. Bookkeeping fees are charged along with standard administration fees.

## Exit and winding up fees

Fees for the winding up of a client entity, or transfer to an alternative service provider, are generally chargeable on a fixed fee basis and are displayed on our website.



# Notes on Fees and Charges



## Billing Cycles

Annual fees and fixed administration fees are normally referenced to the standard calendar year. Time charges and ad-hoc activity fees are normally billed monthly or quarterly in arrears.

On establishment or transfer in any annual fees and compliance monitoring fees are raised for a full year from the date of invoice. In the following January any unbilled period falling due in that calendar year will be invoiced on a pro-rated basis. The January invoicing aligns the billing period to the calendar year such that subsequent January invoices relate to a full year being the calendar year.

Statutory and any associated activity fees for the upcoming year are invoiced in the 3rd quarter to ensure that the company statutory returns for the following year can be filed and paid in accordance with statutory deadlines.

## General

Forward Group reserves the right to adjust its fees for inflation or other factors in subsequent years. Where fixed fee arrangements prove to be highly variant to the actual time costs, then Forward Group would expect to have a discussion with the client to ensure that an equitable arrangement is maintained.

Fee proposals should be read in conjunction with our General Terms and Conditions which are available from your client services Director or on our website here: <https://forwardjersey.com/download/terms/>



# About Forward Group



## IT'S ALL ABOUT TRUST

Forward Group is an owner-managed fiduciary business providing bespoke relationship-led solutions to private and institutional clients.

Free from institutional ownership, we pride ourselves on putting the needs of our clients first by working with them and their advisers to meet their long-term aspirations and objectives. We believe that communication is key to every client relationship and take the time to get to know our clients. To achieve this, Forward Group operates a director-led business model ensuring the highest level of client service through experience, commitment and attention to detail.

**At Forward, we focus on your future.**

*"Be progressive, never stand still, always move forward."*



**FORWARD  
GROUP**  
Private Client | Corporate | Funds

Beauport House, L'Avenue de la Commune, St. Peter, JE3 7BY  
Tel: +44 (0)1534 715442 Email: [enquiries@fw.je](mailto:enquiries@fw.je)  
[www.forwardjersey.com](http://www.forwardjersey.com)