



B&CE Employee Benefits Administration Charge Guide for Employers

How much is administration charge?

- £1.00 per month for each employee detailed on your monthly B&CE employee benefits schedule.

However you will **not** be charged if:-

- You commit to matching your employee's EasyBuild pension contributions in accordance with the CIJC Working Rule Agreement. This is currently a minimum of £5 a week, up to £10 a week provided that the employee also contributes a minimum of £5 a week.
- You permit B&CE to promote EasyBuild in accordance with the CIJC Working Rule Agreement to all employees detailed on your monthly B&CE employee benefits schedule.

How will you notify me of the administration charge?

- A VAT invoice of the charge for last month's administration will be raised when the relevant schedule is settled and sent to you with your Statement of Account and employee benefits schedule documents for the next month.
- Your Statement of Account will clearly show each month's administration charge.

How will the administration charge be collected?

- Having received (see note below) your B&CE employee benefits schedule detailing the month's contributions, we apply any changes to our database.
- We attempt to *settle* (for the products that are applicable to you):
 - Any EasyBuild contributions, then
 - Any Accident and Life Contributions, then
 - Any administration charge

using money held in your *Holiday Pay & Benefits fund*.

- We then "top-up" your fund by direct debiting your nominated bank account (10 days later) for the amount settled plus the Holiday Pay amount that you have asked to be collected.

Note: If you administer your B&CE employer benefits using the automatic process, unless you notify us of changes beforehand, we will "automatically" commit your schedule on or around the 7th of each month (23rd of the month if you do not use EasyBuild).