

PODE Timescale

Pre Appointment - Down to you	
<p>How long will this take? A few days should be sufficient, but I have known cases take months pre appointment</p>	
<p>1. Gather Pension Information</p>	<p>Please supply details of all your pensions:</p> <ul style="list-style-type: none"> • Provide any documents or details you hold about your benefits • State pension projections from https://www.gov.uk/check-state-pension <p><i>Please refer to the Advice Now Booklet entitled “A survival guide to Pensions on Divorce” which provides some helpful tips on this</i></p>
<p>2. Decide if a PODE is required</p>	<p>A PODE is required if any of the following apply:</p> <ul style="list-style-type: none"> • Either of you has a Uniformed Services Pension • The combined value of your pensions exceeds £100K • Either of you has a Defined Benefit (Final Salary/CARE) pension • Either party’s Defined Contribution benefits include guarantees • There is more than £20pw differential in your State Pension Forecasts • There is a significant age differential between you • Either of you has health issues likely to impact on longevity • Offsetting is being considered • There are numerous plans to consider <p><i>Please see the flowchart entitled “When do you need a PODE?”</i></p>
<p>3. Instructing the PODE</p>	<p>This should be a joint instruction, by both parties.</p> <p>Solicitors or lawyers can prepare a Letter of Instruction</p> <p>I can provide forms which will replace that, so you don’t need solicitors</p> <p><i>I will request additional details regarding you and your intentions.</i></p>
<p>How long will this take? Two or three weeks to agree which computations you require</p> <p>Parties can spend months arguing about the wording and requirements in the Letter of Instruction</p>	

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4.	Letters of Authority	<p>Please send me copies of all that pension information ascertained.</p> <p>I need a Letter of Authority for each pension. I will provide a document, which can be completed on screen, but needs to be printed and signed by hand.</p> <p><i>Providers require a "wet signature"</i></p> <p>I will submit them to the Pension schemes and insurance companies (providers) requesting the details I need which are not already covered in the documents supplied.</p> <p><i>The Letter of Authority allows me to deal directly with the scheme or provider, to obtain information.</i></p>
5.	Fees	Pay the Initial Fee £237.50 + VAT (£285) each
How long will this take?		A week or so to several months, depending on you

Over to me		
6.	Data Gathering	<p>This will be the longest stage in the process.</p> <p>I will submit the Letter of Authority and initial request for information by email. I will chase up responses regularly.</p> <p>Eventually, I will have all the details I need regarding all of the individual plans.</p> <p><i>This stage can take months, depending on the schemes & providers.</i></p>
How long will this take?		<p>Anything from a few weeks to six months depending on the providers</p> <p>Three months on average</p>

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Report Preparation Stage		
7.	Fees	Pay the Interim Fee £237.50 + VAT (£285) each
8.	Computations	<p>I will start work on the computations.</p> <p>I will update you, once completed, to confirm I will start drafting the report.</p> <p>If the computations are complicated because there are more schemes, more variations and offsetting to consider it will take longer:</p> <p style="text-align: center;"><i>This will take longer if it is a complex case.</i></p>
How long will this take?		Three weeks
9.	Report	<p>Drafting the report may involve me undertaking additional supplementary calculations or adjustments to ensure the report is consistent and cohesive.</p> <p>I will keep all parties apprised of progress and expected issue date.</p> <p style="text-align: center;"><i>This will take longer if it is a complex case.</i></p>
How long will this take?		Three weeks

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Report Issuing Stage		
10.	Fees	Pay the Report Fee £475 + VAT (£570) each
11.	Issue	<p>I will issue the report as a PDF document (via secure link) in an email to the instructing solicitors, litigant in person, mediator, or divorcing parties as appropriate.</p> <p>Any subsequent questions or requests for clarification will be answered without charge.</p> <p>Additional computations or more complex queries will be subject to additional fee. An estimate will be provided on request and work will not commence until a fee has been agreed. My standard fee is £300 + Vat for each variation.</p> <p><i>Queries and clarifications are included in the fixed fee.</i></p>
How long will this take?		One or Two days from receipt of fee
12.	Fees	<p>The fees are paid in stages throughout the process.</p> <p><i>Work on the next stage will not commence until the fee is paid</i></p>