

# COMPANY SECRETARIAL SERVICES



We understand how time consuming it can be to keep up to date with company statutory obligations to maintain records and registers and meet all filing deadlines.

We are here to help ease the burden.

Our services range from new company incorporation through to full company secretarial support.

SERVICES	WHAT WE WILL DO	FEES (EXCLUSIVE OF VAT)*	DISBURSEMENTS
<b>Company incorporations: non urgent</b>	<ul style="list-style-type: none"><li>Send you a form to complete including details of the shareholders and directors of the new company).</li><li>Complete and submit incorporation documents to Companies House.</li><li>Produce electronic statutory registers.</li><li>Prepare first minutes, consents to act for the directors, share certificates and form AA01 amending the new company's accounting reference date (if required).</li></ul>	<p>£400 per company</p> <p>Fee based on the new company being incorporated with Model Articles. If bespoke articles are required, we will quote for that work separately.</p>	£100 Companies House filing fee
<b>Company incorporations: same day incorporations</b>	<ul style="list-style-type: none"><li>Complete and submit incorporation documents to Companies House for a same-day incorporation.</li><li>Produce electronic statutory registers.</li><li>Prepare first minutes, consents to act for the directors, share certificates and form AA01 amending the new company's accounting reference date (if required).</li></ul> <p>All information required to incorporate the new company must be provided to us by 11am to guarantee a same-day incorporation.</p> <p>Any information received after that time may result in the new company being incorporated the following day due to Companies House cut-off times.</p>	<p>£450 per company</p> <p>Fee based on the new company being incorporated with Model Articles. If bespoke articles are required, we will quote for that work separately.</p>	£156 Companies House filing fee

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<b>Confirmation statements</b>	<ul style="list-style-type: none"> <li>Prepare draft confirmation statements for approval.</li> <li>File the confirmation statements at Companies House.</li> </ul>	<p>£150 per company - if there are no changes to the share capital to be noted in the confirmation statement.</p> <p>£250 per company - if changes to the share capital need to be noted in the confirmation statement.</p>	£50 Companies House filing fee
<b>Full company secretarial support</b>	<ul style="list-style-type: none"> <li>Produce electronic versions of any existing hard copy registers.</li> <li>Maintain and update the company registers.</li> <li>File the annual confirmation statements.</li> <li>Complete up to 5 ad hoc Companies House filings per year relating to the appointment of, resignation or any changes to the particulars of any officers of the company, changes to the registered office and/or any changes to the accounting reference date of the company (including filing the relevant forms and producing board minutes).</li> </ul> <p>We will not file the company's accounts.</p> <p>Please note that on termination of the arrangement, we will provide you with electronic versions of the statutory registers of the company.</p>	<p>Set up fee of £500 per company plus an annual fee of £600 per company</p> <p>We can provide full company secretarial support for a group of companies, the following prices will apply (in addition to the set up fee):</p> <ul style="list-style-type: none"> <li>between one and nine companies - £600 per year per company;</li> <li>between 10 and 14 companies - £550 per year per company;</li> <li>between 15 and 19 companies - £500 per year per company;</li> <li>20 companies or more - £450 per year per company.</li> </ul>	Companies House fees that will vary depending on the type of documents filed.

\* In all cases, if the company is a new client, we will have to carry out standard KYC checks on the directors of the company and any shareholder holding more than 25% of the issued share capital. The cost of each KYC check on individuals is £10 and the cost of each KYC check on corporate entities is £20.

## CONTACT THE TEAM:

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