

# Company Secretarial Services

FORWARD THINKING

Our specialist service will ensure compliance and save you time

## ANNUAL COMPLIANCE SERVICE

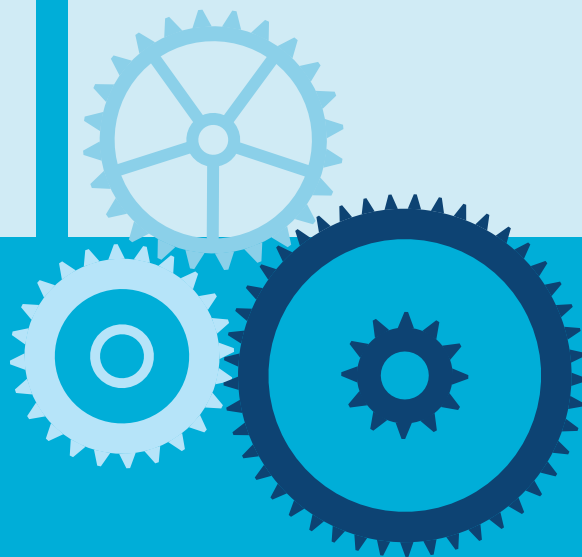
We offer an outsourced company secretarial service at a fixed annual fee for new and existing companies, which includes the following:

- Set up and maintain statutory registers, including the People of Significant Control Register
- Register the appointment and resignation of directors and secretaries
- Change officer addresses at Companies House
- Provide reminders about compliance deadlines, to avoid penalties and possible strike off by Companies House
- Prepare and file Annual Returns/Confirmation Statements
- Change Accounting Reference Dates
- Change registered address
- Act as registered office (Optional)
- Register for Protected Online Filing
- Provide telephone support and advice regarding company secretarial matters

## SPECIALIST SERVICES

These are priced separately and include:

- Incorporations (on a same day basis if required)
- Act as a Single Alternative Inspection Location (SAIL) address
- Change of name or name swap
- Share issue and transfer documentation
- Reconstitute statutory books in electronic format
- Ensure compliance with Small Business, Enterprise and Employment (SBEE) Act 2015, including the Persons of Significant Control Register



## Company secretarial price list

This document sets out our pricing structure for company secretarial services. All fees quoted are exclusive of expenses, disbursements and VAT.

Option 1 – Annual Company Secretarial Service		Option 3 – Individual Services	
Setting up and maintaining statutory registers (these will be maintained in electronic format & constitute statutory records in terms of the Companies Act 2006)	Included	Setting up & maintaining statutory registers (if Option 1 is not selected)	£50
Registered office	Included	Annual Returns/Compliance Statement (if Option 1 is not selected) Including People of Significant Control Register	£100
PSC Register	Included	Company formation (electronic registers will be provided on incorporation)	£250
Appointing & resigning officers	Included	Filing of dormant company accounts (Form AA02)	£100
Change of officer service address	Included	Share issues/transfers	£150
Change of Accounting Reference Date	Included	Appointment, termination & change of officers particulars	£100
Change of registered office	Included	Change of Accounting Reference Date	£100
Preparing and filing the annual returns (Confirmation Statement from 30/6/16)	Included	Change of name	£100
Register for protected online filing (PROOF)	Included	Name swap	£150
Telephone support	Included		
Option 2			
Registered office	£175		

\*If the Annual Service is not selected, each service in Option 1 is priced separately based on time taken. It is more cost effective to take the Annual Service at a fixed capped price.

### Company secretarial services help to keep your company compliant:

- Meet legal obligations
- Peace of mind
- Stay up to date
- Reduce your administrative burden



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