

# Company Secretarial Services

FORWARD THINKING

Our specialist service will ensure compliance and save you time

## ANNUAL COMPLIANCE SERVICE

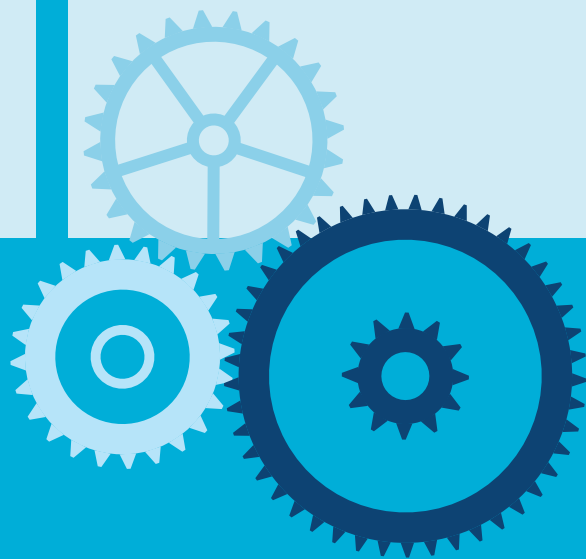
We offer an outsourced company secretarial service at a fixed annual fee for new and existing companies, which includes the following:

- 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/Confirmation 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 |  |      |

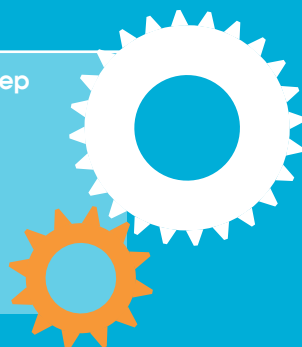
  

| Option 2          |      |
|-------------------|------|
| Registered office | £175 |

\*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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