

# COMPANY CHANGE OF NAME SERVICE FACT SHEET

## Introduction

At Marsland Nash Associates we are able to offer a fully comprehensive service that will allow you to change the name of your company

This Fact Sheet briefly outlines the service we offer:-

## Fees

We charge a fixed fee of **£70** plus VAT (which includes the filing fee payable to Companies House)

Additional fees are payable if the Articles of Association require amendment to allow the change of name to go ahead.

## Our Service

Within the service, we will undertake the following:-

- Obtain the current Memorandum and Articles of Association from the company's public file at Companies House, if we do not hold them already
- Review of the existing Memorandum and Articles of Association to ensure that they allow the name change to go ahead, and advise on any changes that may be required, giving reference to the Companies Act 2006
- Completing a name check at Companies House
- Prepare the necessary Special Resolution in order to change the company name, which is required to be filed with Companies House
- Complete Companies House form NM01 Notice of Change of Name by Resolution, (or NM02, 03, 04, 05 or 06 if appropriate)
- Filing online the resolutions and form NM01 at Companies House
- Update the Statutory Records, including all necessary registers, where we maintain them for you, or provide the necessary changes for you to include in your registers where you normally maintain them
- General advice in connection with the above

Please also note the following:-

- Until Companies House has issued the certificate of incorporation on change of name the company's name has not changed. You should therefore ensure that the new name is not used on items such as company stationery until this certificate has been issued
- Companies House will not register a name which is the same as an existing company and can require a company within 12 months of registering a name to change it, if it is too similar to an existing company.
- The filing fee of £8 is included within this service, however if you wish to use the "Same Day Service" an additional fee of £22 would be payable.