

COMPANY SECRETARIAL SERVICE

Introduction

When operating your business through a Limited Company there is a legal requirement, as laid out in the 'Companies Act 2006', to keep a record of certain events in what are known as the 'Statutory Books' of the company. These records have to adhere to formats laid down by law, and in certain cases specific documents have to be filed with 'Companies House' in a pre-defined format.

Event Examples and our FIXED FEES (excl of VAT) for each event

	No	Event	Fee	
BASIC	1	Confirmation Statement form CS01 (<i>Service includes the £13 Companies House filing fee</i>)	£85.00	
	2	Minutes required for approval of Statutory Accounts	£40.00	
	3	Change in details of a Director or Secretary (e.g. address, service address or name) (Up to 3 directors, then £10 per additional director above 3)	£40.00	
FULL	4	Shareholder or Directors meetings or Written Resolution paperwork	£40.00	
	5	Elective Resolution dispensing with laying accounts before AGM	£40.00	
	6	Change of Registered Office Address	£40.00	
	7	Notification of Single Alternative Inspection Location (SAIL) and the statutory documents held there, where they are held at a location other than the Registered Office	£40.00	
	8	Appointment and/or Resignation of a Director or Secretary	£40.00	
	9	Change of Company Year End	£40.00	
	10	Change of Directors home address to a Service Address	£40.00	
	11	Appointment of Bankers, changing bankers.	£40.00	
	12	Registering/Deregistering for Value Added Tax (VAT) – (Company secretarial paperwork only)	£40.00	
	13	Registering Directors Interests in other companies	£40.00	
PER EVENT	14	Registering a Debenture (a loan) taken by the company	£40.00	
	15	Registering a Mortgage or Charge on Company Property	£40.00	
	16	Application to strike off the company form DS01 (Form only no other strike off work)	£40.00	
	17	Altering the Articles of Association	£195	
	18	Change of Company Name*	£70	
	19	Sub-division or Consolidation of shares*	£295	
	20	Variation of share rights*	£245	
	21	Transfer of Shares between shareholders*	£295	
	22	Reclassification of share classes*	£295	
	23	Allotment (issuing) additional Shares*	£295	
	Combinations of Events 20, 21, 22 & 23 qualify for special discounted prices as follows			
	24	2 in 1 discounted price (Events 20 – 23)	£445	
	25	3 in 1 discounted price (Events 20 – 23)	£595	
26	4 in 1 discounted price (Events 20 – 23)	£745		
Events 20 through to 26 are also discounted by 50% if the event is repeated multiple times either at once or as part of a strategy				

* See our separate Fact Sheets on these events

In order to administer your company's Company Secretarial legal obligations, as well as offering to deal with the above events on a FIXED FEE per event, we also offer two inclusive service levels as follows:-

1. Basic Service

For a **FIXED FEE of £125** plus VAT per annum, we will deal with your minimum Company Secretarial requirements, which include the '**Events' 1 to 3** above, irrespective of the number of occurrences in a year.

2. Full Service

For a **FIXED FEE of £195** plus VAT per annum, we will deal with all of your most common Company Secretarial requirements, which include the '**Events' 1 to 16** above, irrespective of the number of occurrences in a year. Please note that 'Events' 17 to 26 are subject to the separate FIXED FEES detailed above.