

COMPANY SECRETARIAL SERVICES ANNUAL PACKAGE

Are you covered?

All companies have certain obligations and duties under UK law, and directors are responsible for ensuring the company is compliant. This includes maintaining statutory registers for inspection, documenting the issue of dividends and filing certain forms and other documentation at Companies House, including the PSC Register and Confirmation Statement.

To make sure you are compliant, allow our professionally trained company secretaries to handle the administration for you by completing the form below.

Each year's subscription runs to 31 December

1. IS THE COMPANY DORMANT?
YES - COMPLETE SECTION 1
2. WOULD YOU LIKE MENZIES TO BE THE REGISTERED OFFICE?
COMPLETE SECTION 2
3. Is the company owned by OVERSEAS CORPORATE SHAREHOLDERS?
NO - COMPLETE SECTION 3
YES - COMPLETE SECTION 4

Please tick below

SECTION 1 Dormant company		£105 + VAT	YES	NO
SECTION 2 Menzies is/to be the registered office		£200 + VAT	YES	NO
SECTION 3 Company with UK shareholders only				
Company turnover < £2m		£290 + VAT		
Company turnover £2m - £10m		£370 + VAT		
Company turnover £10m - £20m		£525 + VAT		
My turnover exceeds £20m. Please provide me with a quote				
SECTION 4 Company with overseas corporate shareholders				
Company turnover < £2m		£525 + VAT		
Company turnover £2m - £20m		£785 + VAT		
My turnover exceeds £20m. Please provide me with a quote				

Terms and conditions

Services provided are listed below and are carried out in conjunction with our Standard Terms and Privacy Notice. If you require a copy of these then please contact us using the details below.

Services provided

1. Maintaining your statutory books
2. Providing minutes approving accounts
3. Providing dividend vouchers and minutes
4. Completing and submitting standard forms required by law to be held at Companies House
5. Completing the annual Confirmation Statement
6. Completing and submitting the PSC Register
7. Helpdesk services regarding basic compliance requirements.

Excluded services

(a separate quote can be obtained)

1. Advice in respect of share transactions
2. Updating Articles.

Services are provided on the basis that you keep us fully informed of any relevant changes as arising on a timely basis. We accept no responsibility for fines or regulatory action taken against the directors where information is not provided to us in good time, or where documents are not available for filing. In all cases a maximum liability of £50,000 will apply. The service will be invoiced on commencement and renewed annually. Whilst this service can be terminated at any point, we are unable to provide refunds should you discontinue the service part way through the year.

We confirm that we have read and agreed the terms and conditions :-

Signed on behalf of Menzies LLP

Signed on behalf of the board of directors

DATE: _____

DATE: _____

To assist our team to contact the most appropriate person in respect of company secretarial services, please fill out your preferred contact details:

COMPANY: _____

CONTACT INDIVIDUAL: _____

EMAIL: _____

TELEPHONE: _____

Please sign and return a copy of this document to **companysecretarialrenewal@menzies.co.uk**

or send by post to:

Menzies LLP Solent
3000a Parkway
Whiteley
Hampshire
PO15 7FX

If you have any queries about the form please contact Sadie Collins on **01489 566719** or email **companysecretarialrenewal@menzies.co.uk**.

On return of the signed form, Menzies will counter sign and return along with your annual invoice for settlement.

1. What are the company's legal obligations from a company secretarial perspective?

To maintain the company's statutory books, which contain the register of:

- Allotment of shares
- Members
- Directors and secretaries
- The person with significant control
- Transfers of shares

To notify the Registrar at Companies House on certain changes the company undertakes.

2. Are there any other reasons why it is important to maintain statutory records?

Well maintained statutory records provide clarity of ownership and where businesses are sold they tend to be the first records requested as part of the legal due diligence.

3. Does the fixed fee services include the recent PSC requirements?

Yes.

4. What else is included in the fixed fee services?

- Maintaining your statutory books
- Providing minutes approving accounts
- Providing dividend vouchers and minutes
- Completing and submitting standard forms required by law to be filed at Companies House including appointment and resignation of company officers, change of year end and change of registered office
- Completing the annual Confirmation Statement
- Completing and submitting the PSC Register
- Helpdesk services regarding basic compliance requirements.
- General telephone support.

5. Does it mean that I have no responsibility?

No. Whilst Menzies will be engaged to support the company in fulfilling its obligations, the responsibility still remains with the directors. All directors have legal duties they owe to the company and its shareholders. The directors duties are codified in the Companies Act 2006.

6. What if we can't find the statutory books?

It is a legal obligation to keep and maintain the statutory books of the company. When in breach the officers of the company face penalties which vary from financial to criminal.

If you would like to discuss the options available to you, please call:

Sadie Collins on **01489 566719** or email companysecretarialrenewal@menzies.co.uk

Based on your circumstances, these options will vary from maintaining going forwards, to full re-creation. Quotes would be provided on a case by case basis.

7. Do Menzies physically keep statutory book?

No. For a number of years, Menzies have maintained statutory records on specialised software. However, where required, records can be printed out or sent via PDF on request.

8. Does the annual cover include the £13 annual filing fee disbursement?

Yes.

9. I have other questions about the service, who do I contact?

No problem, please call Sadie Collins on **01489 566719** or email companysecretarialrenewal@menzies.co.uk and we would be pleased to answer any related questions.