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Brethertons Company Secretarial Services

Company Secretarial Price List

1. Company Administration Package	<i>£150 per company per annum inc VAT</i>
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This service includes importing a current snapshot of your company records directly from Companies House to our Company Secretarial system and maintaining your company books electronically. This means that your paper company books are no longer actively required and they will never be out of date again!

This package includes:

- Holding and maintaining the statutory registers
- Notifying the due date for filing the Annual Return and preparing and emailing the Return based on the previous years entry for you to check and amend prior to filing directly at Companies House
- Supplying the Annual General Meeting documentation if required
- Preparing and filing forms 288a (appointment of Director/Company Secretary), 288b (removal of Director/Company Secretary), 287 (Change of Registered Office address) and 225 (change of accounting reference date).

Please note that an Administration Charge will be made for the printing and postage of your company books if the service is no longer required.

2. Company Health Check Service	<i>Price on request</i>
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The Company Health Check provides a review of your company books to ensure that the records are accurate. This may be prior to your details being transferred to our system to maintain or in relation to a specific transaction. When using our Company Administration Package your company details will be transferred directly from Companies House. If there are any fundamental filing errors to date, these may not be picked up and on any future sale of the company, these may become a costly issue to resolve e.g. subscriber shares that have not been accounted for.

3. Registered Office Service	<i>£120 per company per annum inc VAT</i>
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This service appoints Brethertons head office address at Church Street in Rugby to be used as your company's Registered Office address. We will open all post sent to your company and refer on any relevant correspondence.

4. Director's Service Address Service	<i>£100 per Director per annum inc VAT</i>
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Directors are now permitted to use a service address on the records kept in the company's statutory registers and at Companies House and this service enables a Director to provide Brethertons head office address as their Service Address. We will open all post sent to the individual Director and refer on any relevant correspondence.

5. Read-only Direct Access	<i>£25/50 per annum inc VAT</i>
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We will provide a licence to read-only direct access to your company's records as held and maintained on our system. One licence is provided with a password and username so that this can be provided to those people in your organisation who require access. There are 2 levels of access, a summary sheet or full access to include archived documentation.

6. Archiving of Company Documentation	<i>£10 per annum per document</i>
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This is an additional service to the Company Administration Package in point 1 above, which will allow you to have a virtual store of your key commercial documents e.g. leases, licences, distribution/supply agreements.

7. Other Company Procedures	<i>Price on request</i>
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Such as Change of Name, Statutory Removal of Director, Elective Resolution procedures, Transfer and Buy-back of shares, Allotments, Division and Reclassification of shares, Declaration of Dividends, Adoption of new Articles.