


# PRICE LIST

All prices are shown exclusive of VAT

## Company Formations

Premier Formation - Printed Pack	£95.00 repeat orders £82.00	
Premier Formation - CD Pack	£75.00 repeat orders £67.00	
Premier Formation - Email Pack	£65.00 repeat orders £59.00	
Ready Made Formation	£135.00	
Limited Liability Partnership (LLP)	£65.00	
Public Limited Company (PLC)	£165.00	
Company Limited by Guarantee	£125.00	
Flat Management Company	£135.00	
Right to Manage Company	£135.00	
Community Interest Company (CIC)	£195.00	
Same Day Priority Fee <sup>1</sup>	add £85.00	
Additional Document Pack <sup>2</sup>	each £20.00	
Additional Bound Copy of Articles of Association	each £12.00	
Additional CD with Duplicate Documents	each £20.00	






All full price orders accumulate points in our loyalty reward scheme to be redeemed against a selection of offers ranging from cases of wine to credits to your account.


For all formations the prices shown include the statutory Government registration fee of £14 that is exempt from VAT. The exempt fee for CICs is £35

1 - Company package processed as top priority and despatched within 24 hours of order (excluding weekends and public holidays). Subject to Companies House performance. Price includes additional Companies House same day incorporation service. Please select courier service to ensure secure overnight delivery.

2 - Certificate of Incorporation printed on 160gsm Ivory card PLUS bound copy of Articles of Association

## Corporate Services















CompanyView - Managed Company Secretarial Service	£75.00	
Director's Service Address Facility	£50.00	
Nominee Company Secretary	£85.00	
Nominee Shareholder	£110.00	
Registered Office - Cheshire	£95.00	

Registered Office - London W1	£125.00	
Mail Forwarding - Cheshire <sup>3</sup>	£110.00	
Mail Forwarding - London W1 <sup>3</sup>	£190.00	

All prices charged annually

3 - The Mail Forwarding service is only available in conjunction with the corresponding Registered Office service

#### Additional Services and Products

Premier Company Search	£15.00	
Update to CA 2006 Compliant Articles	£100.00	
Shareholder Agreement - Standard Template	£50.00	
Shareholder Agreement - Bespoke	£150.00	
LLP Agreement - Standard Template	£50.00	
LLP Agreement - Bespoke	£150.00	
VAT Registration	£45.00	
Payroll Services	£12.00 per month £1.00 per payslip	
Trademark Registration	£440.00	
Apostille of Company Documents <sup>4</sup>	£115.00	
Certificate of Good Standing	£45.00	
Company Seal	£19.00	
Brass Registered Office Name Plate (150x75mm)	£24.00	
Change of Company Name <sup>5</sup>	£70.00	
Reconstruction of Statutory Records	from £100.00	
Domain Name Registration	£25.00	
Courier Delivery of Documentation - UK Mainland <sup>6</sup> (Next Day)	£20.00	
Courier Delivery of Documentation - UK Other <sup>7</sup>	£60.00	
Courier Delivery of Documentation - Europe	£75.00	
Courier Delivery of Documentation - Rest of World	£100.00	

4 - Document pack comprising certificate, memorandum and articles, officer appointments and register of directors legalised by the Foreign Office for verification purposes in overseas jurisdictions

5 - Includes Companies House fees

6 - Excludes Scottish Highlands

7 - Includes Northern Ireland, Isle of Wight, Isle of Man, Channel Islands and Scottish Highlands

# SPECIALIST COMPANY SECRETARIAL SERVICES

Alongside our mainstream company formation services a large part of our business is in the provision of general specialised company secretarial services. Many of our clients are firms of professional accountants and lawyers who wish to outsource individual company secretarial tasks that would otherwise take up valuable time of their own or require the input of expensive corporate lawyers.

From the simple task of an appointment of a director to more complicated matters such as share restructures, company restorations and reductions of share capital, we will be happy to advise on an appropriate course of action and then prepare comprehensive paperwork as required.

The following selection of services is not an exhaustive list of possible transactions but gives an indication of the more common matters that we will undertake for clients. Should clients find that it is likely that they will use these services on a regular basis, it may be more cost effective to consider our CompanyView managed company secretarial service.

All prices are shown exclusive of VAT

Service	Price
General Instructions <sup>1</sup>	
Includes: Appointments and Resignations, Change in Registered Office, Change of Accounting Reference date, Application for Striking Off	£50.00
Change in particulars of Officers <sup>1</sup>	£40.00
Share Allotments and Transfers (cash) <sup>1</sup>	£75.00
Share Allotment (bonus issues) <sup>1</sup>	£75.00
Allotment of preference shares <sup>1</sup>	£100.00
Dividend Declaration <sup>2</sup>	£75.00
Adoption of Companies Act 2006 compliant Articles of Association <sup>3</sup>	£100.00
Changes to Articles <sup>3</sup>	
Includes: Changes or removal of Main Objects, Addition of Share Pre-Emption Rights, Specific Amendments to Articles	£100.00
Preparation of Dormant Accounts	£50.00
Buy Back of Shares	£175.00
Change of class rights <sup>5</sup>	£150.00
Redemption of preference shares <sup>5</sup>	£175.00
Conversion of loan into shares	£175.00
Conversion of preference shares <sup>4</sup>	£175.00
Re-designation <sup>5</sup>	£150.00
Sub-division	£150.00

Consolidation	£150.00
Forfeiture	£200.00
Change of Company Name	£70.00
Same-day Change of Company Name	£130.00
Name Swap/Simultaneous Change of Company Name	£140.00
Reconstruction of Statutory Books	From £100.00
Reduction of Share Capital	from £250.00
Administrative Restoration of Dissolved Company <sup>7</sup>	From £350.00

1 includes up to 4 recurrences of each event per instruction where applicable

2 includes minutes, tax vouchers and dividend report for up to 12 payments per instruction

3 Companies Act 2006 compliant

4 includes up to 4 recurrences of each event per instruction where applicable

5 includes amended Articles for filing at Companies House

6 includes appropriate Companies House filing fees and amended Articles for filing at Companies House

7 includes Companies House restoration fee but excludes the Treasury Solicitors fee and any Companies House disbursements for bringing annual returns and accounts up to date

#### NOTES

- For each instruction, we will prepare all necessary Board Minutes, Resolutions and Companies House forms, and ensure that appropriate documents are filed at Companies House.
- Company Resolutions are completed by way of Written Resolution unless specifically indicated that resolutions are to be passed at actual meetings. In such circumstances an extra fee of £15.00 per instruction shall apply.

For all instructions that require an amendment to the Articles of Association, bound copies of the new Articles may be purchased at an additional fee of £12.00 per copy.