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York Place is a trading division of
Stanley Davis Group Limited
Registered Office:
41 Chalton Street London NW1 1JD
Registered in England Company
No. 2413680

Corporate Compliance Services Request

Why is compliance important?

The Companies Act 2006 is the largest piece of legislation ever, fully in force from 1 October 2009.

Offences under the Act can lead to fines for both the company and its directors, disqualification and even imprisonment.

More than 100,000 companies are struck from the Register of Companies each year, many for failing to comply with filing requirements. Once dissolved their assets become the property of the Crown, the Duchy of Lancaster or the Duchy of Cornwall. To release the assets requires a formal restoration procedure which can be costly.

Directors can find their actions being called into question if they act without due authority and/or fail to properly record events. Credit ratings can be adversely affected where the public record is incomplete or erratic in its filing history.

Companies formed under the 1985 Act need to seriously consider updating their Articles to take full advantage of the 2006 Act and to remove anomalies and inconsistencies. York Place can help by being in place to carry out the compliance function, to keep the company from default and to give comfort to the Directors.

Corporate Compliance - Annual Administration

York Place provides company secretarial support services which ensure the compliance of newly formed and existing companies and LLPs. On a start up and ongoing basis, York Place will keep your company or LLP on the right side of company legislation.

THE ANNUAL SUPPORT SERVICE

This service includes:

- ◆ Preparing the first board minutes which document the first officers and members, bankers, accounting reference date and other important elements.
- ◆ Providing a nominee secretary/joint secretary, (not applicable for LLPs).
- ◆ Providing a registered office if required.
- ◆ Filing all necessary documents with Companies House.
- ◆ Reflecting changes of Directors/members by way of letters of resignations and appointments, minutes and completion of the statutory forms.
- ◆ Documenting share transfers by minutes, transfer forms and associated duty.
- ◆ Updating and maintaining the statutory records.
- ◆ Preparing and filing the Annual Return.
- ◆ Drafting AGM documentation if required.
- ◆ Providing a snapshot summary of the members, officers, location of records etc. on request.
- ◆ Telephone advice service on matters of compliance.

- ◆ Operating a reminder system for sensitive compliance dates.
- ◆ Specialist services at a discounted rate.

FULL STATUTORY REVIEW

York Place carries out a Compliance Audit which provides a thorough check of the compliance since incorporation of the company or LLP, useful in acquisition situations. The registers and records held at Companies House are checked for completeness against minutes and other file documentation and a report prepared. As an additional service York Place will bring the records up to date by preparing all outstanding forms, minutes, resolutions and records. The company or LLP can subsequently be maintained under the York Place Annual Support Service.

ADVICE

York Place are pleased to provide telephone advice free of charge on matters of compliance and procedure and can provide guidance notes on request.

CORPORATE COMPLIANCE SUPPORT CHARGES

Unless otherwise indicated all fees are **inclusive** of VAT and registry fees

	£		£
ANNUAL SUPPORT SERVICE INCLUDING REGISTERED OFFICE AND NOMINEE SECRETARY IF REQUIRED		<input type="checkbox"/> FIRST BOARD MINUTES	53.00
<input type="checkbox"/> Leeds	260.00 <small>per annum</small>	<input type="checkbox"/> REPRINTS TO THE ARTICLES from	55.00
<input type="checkbox"/> London	305.00 <small>per annum</small>	<input type="checkbox"/> GAZETTE NOTICES	29.38
<input type="checkbox"/> FULL STATUTORY REVIEW	293.75		<small>excluding advertisement charges</small>
REGISTERED OFFICE		<input type="checkbox"/> ALLOTMENTS/TRANSFER OF SHARES	40.00 <small>plus duty</small>
<input type="checkbox"/> Leeds	125.00 <small>per annum</small>	<input type="checkbox"/> BANK MANDATE RESOLUTIONS	29.38
<input type="checkbox"/> London	180.00 <small>per annum</small>	<input type="checkbox"/> CERTIFICATES OF LEGAL VALIDITY	Require Quotation
SERVICE ADDRESS FOR DIRECTORS		<input type="checkbox"/> CERTIFIED COPIES	35.00
<input type="checkbox"/> Leeds	70.00		75.00 <small>Express</small>
<input type="checkbox"/> London	80.00	<input type="checkbox"/> CHANGE OF ARD	29.38
<input type="checkbox"/> NOMINEE SHAREHOLDER	175.00 <small>per annum</small>	<input type="checkbox"/> LEGALISATION/NOTARISATION	From 65.00
<input type="checkbox"/> DECLARATION OF TRUST	35.25	<input type="checkbox"/> LODGING DOCUMENTS	23.50 <small>+ disbursements if any</small>
<input type="checkbox"/> NOMINEE DIRECTOR	350.00 <small>per annum</small>	<input type="checkbox"/> REGISTRATION AS A FOREIGN COMPANY/BRANCH REGISTRATION	117.50
<input type="checkbox"/> DIRECTOR'S DEED OF INDEMNITY	35.25	<input type="checkbox"/> ATTENDANCE AT MEETINGS AND MINUTE TAKING	50.00 <small>+ VAT per hour</small>
<input type="checkbox"/> POWER OF ATTORNEY	58.75		

This list is not exhaustive

Corporate Compliance - Specialist Services

The directors of the company are responsible for ensuring that the company complies with its obligations under the Companies Acts. Failure to comply could cause the disqualification of directors, resulting in a fine and the striking off of the company.

Unless otherwise indicated all charges include disbursements and **exclude** VAT.

	£		£
<input type="checkbox"/> CHANGE OF NAME	55.00	<input type="checkbox"/> ADOPTION OF NEW ARTICLES OF ASSOCIATION from	155.00
Name check and advice on proposed name, preparation of all minutes, notices, resolutions, guidance notes on completion etc.; checking completed resolutions and lodging at Companies House, checking and forwarding new certificate.		Review of current memorandum and articles in the light of current legislation; advice on amendments required; redrafting; preparation of resolutions; all minutes, notices etc.; checking and filing of resolutions at Companies House; reprint of articles of association; supply of six bound reprints and one copy filed at Companies House.	
<input type="checkbox"/> INCREASE IN AUTHORISED CAPITAL	49.95	RE-REGISTRATION	
Drafting of resolutions to increase capital and grant section 80 authority. Preparation of all necessary minutes and statutory forms. Checking and lodging resolutions and statutory forms at Companies House.		<input type="checkbox"/> Private company to public company	335.00
<input type="checkbox"/> INCREASE IN CAPITAL AND SHARE ISSUE from	79.95	<input type="checkbox"/> Public company to private company	295.00
Drafting of resolutions to increase capital and grant section 80 authority. Preparation of all necessary minutes and statutory forms. Checking and lodging resolutions and statutory forms at Companies House. Letters of allotment and renunciation, returns of allotment and additional minutes; guidance notes on completion, checking of completed forms and documents prior to lodging.		<input type="checkbox"/> Unlimited company to limited company	180.00
<input type="checkbox"/> INCREASE IN CAPITAL AND CAPITALISATION OF RESERVES from	94.00	<input type="checkbox"/> Limited company to unlimited company	180.00
Drafting of resolutions to increase capital and grant section 80 authority. Preparation of all necessary minutes and filing of statutory forms at Companies House. Letters of allotment and renunciation, returns of allotment and additional minutes; guidance notes on completion, checking of completed forms and documents prior to lodging.		Advice and guidance notes on procedure; preparation of all necessary minutes, resolutions, notices, consents to short notice, statutory forms, checking of all documentation prior to lodging; drafting and supply of new articles of association; reprinting (six copies) of articles of association (extra charge may be levied for a very lengthy draft); checking and forwarding of new certificate.	
<input type="checkbox"/> CREATION OF NEW CLASS OF SHARES from	155.00	<input type="checkbox"/> APPOINTMENT OF DIRECTOR	40.00
Advice, preparation of draft articles creating new classes. Drafting of all resolutions, minutes, notices etc.; checking and filing of resolutions and statutory forms; guidance notes; preparation of revised articles of association; supply of six bound reprints and one copy filed at Companies House.		Advice and preparation of all necessary notices; letters of consent and appointment, resolutions and statutory forms, checking and filing of statutory forms, update of statutory records.	
<input type="checkbox"/> CONSOLIDATION, SUB-DIVISION, CONVERSION OR CANCELLATION OF SHARES	49.95	<input type="checkbox"/> RESIGNATION OF DIRECTOR	40.00
Drafting of resolutions. Preparation of all necessary minutes and statutory forms. Checking and lodging resolutions and statutory forms at Companies House.		Advice and preparation of all necessary notices; letters of resignation, resolutions and statutory forms, checking and filing of statutory forms, update of statutory records.	
PURCHASE OF OWN SHARES		<input type="checkbox"/> REMOVAL OF DIRECTOR	79.95
<input type="checkbox"/> Purchase out of distributable profits or fresh issue of shares	275.00	Advice on procedure and guidance notes; preparation of all necessary letters, notices, resolutions, minutes, statutory forms, checking and filing of statutory forms, update of statutory records.	
Advice and guidance notes on company's purchase of own shares; preparation of all necessary resolutions, minutes, contracts, notices etc; checking and filing of resolutions and statutory forms; reprint of articles if required. (Stamp duty not included).		<input type="checkbox"/> REDUCTION IN CAPITAL	155.00 + VAT
<input type="checkbox"/> Purchase out of capital	350.00	Preparation of solvency statement and all documentation for a private company to reduce its capital without court order.	
Advice and guidance notes on company's purchase of own shares; preparation of all necessary resolutions, minutes, contracts, advertisements, notices etc; checking and filing of resolutions and statutory forms; reprint of articles if required. (Stamp duty and advertisement fees not included).		<input type="checkbox"/> TRANSFER OF SHARES from	40.00
<input type="checkbox"/> ALTERATIONS TO ARTICLES OF ASSOCIATION from	155.00	Consideration of the transfer provisions pursuant to the articles of association, preparation of stock transfer forms; stamping thereof; preparation of all minutes and share certificates, updates on statutory records. (Stamp duty not included).	
Advice; drafting of new articles; guidance notes, preparation of all minutes, resolutions, notices etc.; checking and filing of resolution at Companies House; preparation of revised articles of association; supply of six bound reprints and one copy filed at Companies House.		<input type="checkbox"/> PROSPECTUS REVIEW from	100.00
		Prima facie review for compliance and redrafting where necessary of share prospectus for non-quoted company.	
		<input type="checkbox"/> RESTORATION	695.00
		The restoration of companies to the register. Collection and collation of information relevant to application; drafting of application documentation including details as to the circumstances of the company leading to dissolution; service of documents; preparation and filing with Companies House of outstanding documentation; liaison with all relevant parties; service of restoration order obtained from the Court on the Registrar of Companies.	excluding court, court attendance and Treasury Solicitors fees
		<input type="checkbox"/> ADMINISTRATIVE RESTORATION from	200.00
		New simplified procedure for companies struck off under the Companies Act 2006 only.	

Corporate Compliance Services Request

Please supply me with a copy of the relevant worksheet in respect of my Specialist Services requirement marked overleaf.

The following information is required where the annual support service and/or nominee service(s) is/are required.

Directors details	
NAME: _____	
ADDRESS: _____ _____	
NO. OF SHARES HELD: _____	
TEL: _____	FAX: _____
EMAIL: _____	
I consent to a credit check being carried out in my name	
SIGNATURE: _____	
NAME: _____	
ADDRESS: _____ _____	
NO. OF SHARES HELD: _____	
TEL: _____	FAX: _____
EMAIL: _____	
I consent to a credit check being carried out in my name	
SIGNATURE: _____	

Beneficial shareholders/members details	
NAME: _____	
ADDRESS: _____ _____	
NO. OF SHARES HELD: _____	
TEL: _____	FAX: _____
EMAIL: _____	
I consent to a credit check being carried out in my name	
SIGNATURE: _____	
NAME: _____	
ADDRESS: _____ _____	
NO. OF SHARES HELD: _____	
TEL: _____	FAX: _____
EMAIL: _____	
I consent to a credit check being carried out in my name	
SIGNATURE: _____	

COMPANY ACTIVITIES: _____ _____
REASON FOR REQUIRING SERVICE: _____ _____
YEAR END: _____
AUDITORS: _____

PLEASE PROCEED WITH THE INSTRUCTIONS GIVEN ON THIS REQUEST SHEET IN ACCORDANCE WITH YOUR STANDARD CONDITIONS OF BUSINESS:

NAME: _____
DATE: _____
SIGNATURE: _____
REF: _____
FIRM/COMPANY: _____
ADDRESS: _____ _____
POSTCODE: _____
TEL NO: _____
MOBILE NO: _____
FAX NO: _____
E-MAIL: _____

The following documents must be returned with this form:

- Certified copy of photograph page of passport
- Original utility bill or certified copy. (Certification means signed by a professional person e.g. notary public, solicitor, accountant, banker, doctor. The certifier must certify that having seen the original document the copy is a true copy of the original and the photograph is a true likeness. The certifier must sign and print his/her name, indicate his/her position or capacity, state his address and date the document.) York Place Company Services Limited reserves the right to request further information on the certifier.

A copy of the current Articles of Association is attached/ will follow/York Place to provide (delete as appropriate).

PAYMENT INFORMATION

PLEASE COMPLETE THE FOLLOWING DETAILS:

ACCOUNT HOLDER: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
PAYMENT ENCLOSED: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CHEQUE: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CREDIT CARD: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CREDIT CARD TYPE: _____		
NAME OF CARD HOLDER: _____		
CREDIT CARD NUMBER: _____		
ISSUE NUMBER: _____	(Switch Card Only)	
CVC: _____	(3 Digit Security Number)	
EXPIRY DATE: _____		

We accept the following credit/debit cards:

