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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 – 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, fines and/or striking off of the company.

The York Place service includes advice, guidance notes, drafting of all minutes, resolutions, notices etc, preparation of statutory forms; checking and filing of completed forms at Companies House. Reprints included where indicated. Vat is included where indicated at 20% but please note that Companies House disbursements and reprints of articles of association are not subject to vat.

Job	Price before vat and disbs.	Price with vat and disbs.	Job	Price before vat and disbs.	Price with vat and disbs.
<input type="checkbox"/> Change of name	£50.00	£70.00	<input type="checkbox"/> Re-registration – limited to unlimited Includes reprints	£150.00	£192.00
<input type="checkbox"/> Share issue	£45.00	£54.00	<input type="checkbox"/> Appointment of director	£40.00	£48.00
<input type="checkbox"/> Share issue – capitalisation of reserves	£55.00	£66.00	<input type="checkbox"/> Resignation of director	£40.00	£48.00
<input type="checkbox"/> Creation of new class of shares	£160.00	£184.00	<input type="checkbox"/> Removal of director	£100.00	£120.00
<input type="checkbox"/> Consolidation, sub-division, conversion or cancellation of shares	£50.00	£60.00	<input type="checkbox"/> Transfer of shares Not including duty	£45.00	£54.00
<input type="checkbox"/> Purchase of own shares out of distributable profits or proceeds of fresh issue Includes reprints if required but not stamp duty	£225.00	£270.00	<input type="checkbox"/> Restoration – by court order Not including court fees, treasury solicitors fees/penalties/other fees	£695.00	£834.00
<input type="checkbox"/> Purchase of own shares out of capital Includes reprints if required but no stamp duty of advertisement costs	£325.00	£390.00	<input type="checkbox"/> Administrative Restoration Not including court fees, treasury solicitors fees/penalties/other fees	£300.00	£360.00
<input type="checkbox"/> Reduction of capital by solvency statement Includes reprints if required but no stamp duty of advertisement costs	£175.00	£210.00			
<input type="checkbox"/> Alteration/update of articles Including reprints	£160	£184.00			
<input type="checkbox"/> Re-registration – private to public Includes reprints	£275.00	£342.00			
<input type="checkbox"/> Re-registration – public to private Includes reprints	£250.00	£312.00			
<input type="checkbox"/> Re-registration – unlimited to limited Includes reprints	£150.00	£192.00			

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<input type="checkbox"/> Annual Support Service – Leeds registered office	£220.83	£265.00
<input type="checkbox"/> Annual Support Service – London registered office	£262.50	£315.00
<input type="checkbox"/> Registered office – Leeds	£110.00	£132.00
<input type="checkbox"/> Registered office – London	£160.00	£192.00
<input type="checkbox"/> Director’s service address – Leeds	£60.00	£72.00
<input type="checkbox"/> Director’s service address – London	£70.00	£84.00
<input type="checkbox"/> Nominee Shareholder – per annum	£150.00	£180.00
<input type="checkbox"/> Declaration of Trust	£30.00	£36.00
<input type="checkbox"/> Nominee Director	£300.00	£360.00
<input type="checkbox"/> Director’s Deed of Indemnity	£30.00	£36.00
<input type="checkbox"/> Reprints of articles of association	£60.00	£60.00
<input type="checkbox"/> Certified copy of certificate – standard	£20.00	£39.00
<input type="checkbox"/> Certified copy of certificate – express	£25.00	£80.00
<input type="checkbox"/> Document filing	£20.00	£24.00
<input type="checkbox"/> Legalisation/Notarisation – from (please ask for quote)	£60.00	£72.00

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:

