



## Corporate Compliance – Specialist Services

The directors of the company are responsible for ensuring that the company complies with its obligations under the Companies Act. 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.

- Please supply me with a copy of the appropriate order form for the specialist services.

### Client Details

Please complete the following details:

NAME: \_\_\_\_\_

REF: \_\_\_\_\_

DATE: \_\_\_\_\_

FIRM/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

TEL NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

MOBILE NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DX NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Job	Price before vat and disbs.	Price with vat and disbs.
<input type="checkbox"/> Change of name	£50.00	£70.00
<input type="checkbox"/> Share issue	£45.00	£54.00
<input type="checkbox"/> Share issue – capitalisation of reserves	£55.00	£66.00
<input type="checkbox"/> Creation of new class of shares	£160.00	£184.00
<input type="checkbox"/> Consolidation, sub-division, conversion or redesignation of shares	£50.00	£60.00
<input type="checkbox"/> Purchase of own shares out of distributable profits or proceeds of fresh issue <i>Includes reprints if required but not stamp duty</i>	£225.00	£270.00
<input type="checkbox"/> Purchase of own shares out of capital <i>Includes reprints if required but no stamp duty or advertisement costs</i>	£325.00	£390.00
<input type="checkbox"/> Reduction of capital by solvency statement <i>Includes reprints if required</i>	£175.00	£210.00
<input type="checkbox"/> Alteration/update of article <i>Includes reprints</i>	£160.00	£184.00
<input type="checkbox"/> Re-registration – private to public <i>Includes reprints</i>	£275.00	£342.00
<input type="checkbox"/> Re-registration – public to private <i>Includes reprints</i>	£250.00	£312.00
<input type="checkbox"/> Re-registration – unlimited to limited <i>Includes reprints</i>	£150.00	£192.00
<input type="checkbox"/> Re-registration – limited to unlimited <i>Includes reprints</i>	£150.00	£192.00
<input type="checkbox"/> Appointment of director	£40.00	£48.00
<input type="checkbox"/> Resignation of director	£40.00	£48.00
<input type="checkbox"/> Removal of director	£100.00	£120.00
<input type="checkbox"/> Transfer of shares <i>Not including duty</i>	£45.00	£54.00
<input type="checkbox"/> Restoration – by court order <i>Not including court fees, treasury solicitors fees/penalties/other fees</i>	£650.00	£780.00
<input type="checkbox"/> Administrative Restoration <i>Not including court fees, treasury solicitors fees/penalties/other fees</i>	£300.00	£360.00
<input type="checkbox"/> Formation Rescue Package – Articles, Statutory Books, Seal	£179.17	£215.00

[www.yorkplace.co.uk](http://www.yorkplace.co.uk)

**Leeds Office:** Elizabeth House, 13-19 Queen Street, Leeds LS1 2TW ♦ **London Office:** 1 George Yard, London EC3V 9DF

Tel: 0113 224 5450 . Fax: 0113 224 5498 . DX: 26436 – Leeds Park Square

**Email:** [formations@yorkplace.com](mailto:formations@yorkplace.com)



## Corporate Compliance – Annual Support Services

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.
- ◆ 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.

### CORPORATE COMPLIANCE ANNUAL ADMINISTRATION

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

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**Leeds Office:** Elizabeth House, 13-19 Queen Street, Leeds LS1 2TW ◆ **London Office:** 41 Chalton Street, London NW1 1JD

**Tel:** 0113 224 5450 ◆ **Fax:** 0113 224 5498 ◆ **DX:** 26436 – Leeds Park Square

**Email:** formations@yorkplace.com



# Corporate Compliance Services Request

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

**Company Name:**

**Company Number:**

## 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: \_\_\_\_\_

COMPANY ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR REQUIRING SERVICE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YEAR END: \_\_\_\_\_  
AUDITORS: \_\_\_\_\_  
\_\_\_\_\_

## 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).

## 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: \_\_\_\_\_

## 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: \_\_\_\_\_

## PAYMENT INFORMATION PLEASE COMPLETE THE FOLLOWING DETAILS:

ACCOUNT HOLDER:  Yes  No  
PAYMENT ENCLOSED:  Yes  No  
CHEQUE:  Yes  No  
CREDIT CARD:  Yes  Please call