Company secretarial service update

Frequently asked questions

To accompany our company secretarial service update to clients

What period does the annual fee cover?

The annual fee is billed in advance for a 12-month period starting from the billing date shown on your invoice.

What is the standard annual fee?

Our annual fees are structured based on the level of support required and the complexity of the company.
Company secretarial services

- Charged on a per company, per year basis
- The fee is tiered according to the number of directors within the company (with a lower tier for companies with up to five directors, and a higher tier for those with six or more)
- The fee includes the Companies House charge for filing the annual confirmation statement

What if the number of directors changes during the year?

The annual fee is set at the billing date based on the company's details at that time. If the number of directors changes and this moves you into a different fee band, the updated band will be applied at your next annual billing date.

What if I want to discontinue the service part way through the 12-month period?

The annual fee is billed in advance. If you wish to stop using the service, please give us three months' notice. Where appropriate, we will consider a pro-rata refund to the nearest quarter, taking into account the work completed to date and any Companies House fees incurred.

Which services are included in the fixed fee?

For company secretarial service, we will:

- complete and submit the annual confirmation statement (including payment of the associated Companies House fee)
- complete and submit routine forms required by law to be filed at Companies House, such as changes to officer details, changes to Persons with Significant Control, changes to the registered office, and filing standard updates
- we will submit the financial statements to Companies House, or if the company is dormant, we will complete and submit form AA02 for dormant company accounts. We accept no responsibility for fines or regulatory action if the information needed to prepare and file the accounts is not made available to us in good time.

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Which services are subject to an additional charge outside of the fixed fees?

Any work outside the fixed-fee services will be agreed with you before we begin. Some activities fall outside the fixed fee because they depend on the nature of your company's transactions, require detailed analysis, or arise only occasionally. These include:

- submitting the financial statements where additional work is required (for example, when filings are late, incomplete, or queried by Companies House)
- drafting routine resolutions
- drafting agendas for meetings of directors and members
- drafting minutes for meetings of directors and members
- preparing and/or submitting documents for non-routine or complex matters, including:
- share allotments
- share transfers
- share reclassification, sub-division, and restructure
- issue share certificates
- preparing dividend vouchers
- changes to the company name
- registration or satisfaction of a charge
- property released in part or whole
- new company formations
- voluntary strike-off

What are prohibited activities?

The following activities are outside the scope of our services and fall outside the fixed fee. These matters require legal advice and must be referred to a solicitor. We will tell you if any request you make falls within these categories:

- updating the company's articles of association
- purchase of own shares
- redemption of preference shares
- share-for-share exchanges
- administrative restoration of companies following strike-off
- preparation of deeds, such as loan waivers, dividend waivers or trust deeds
- re-registration as a public or private company