

COMPANY SECRETARIAL ACTIVITIES STANDARD PER ANNUM CHARGES FOR THE YEAR ENDING 31 DECEMBER 2009

£125 + VAT	Preparation of incorporation documents in connection with a company formation.
£200 + VAT	For the provision of Company Secretarial services including the following Maintenance of the Register of Directors. Preparation and filing paperwork connected with appointments, resignations and change in Directors' details. Maintenance of the Register of Members. Preparation and filing of the Annual Return. Preparation of Documents for Annual General Meetings including Notices for the Members and Minutes for signature by the Chairman. Sending reminders to prepare the company accounts where these are not handled by HSCPM Limited. Miscellaneous correspondence with H M Inland Revenue including New Company CT41G where appropriate.
£ 50 + VAT	Acting as the Registered Office & holding the statutory books where we are acting as Company Secretary.
£ 50 + VAT	Acting as nominee Company Secretary including the cost of P I insurance cover.
£200 + VAT	Acting as nominee Company Director including the cost of P I insurance cover.
£100 + VAT	Acting as the Registered Office, holding the statutory books and forwarding all relevant mail with recommended actions where we are not Company Secretary.
£125 + VAT	Preparation of dormant accounts, including lodging these with Companies House and preparing the Inland Revenue CT600 Corporation Tax Return.
£150 + VAT	Preparation of abbreviated accounts, including lodging these with Companies House and preparing the Inland Revenue CT600 Corporation Tax Return.
£ 60 + VAT	Issuing a new Share Certificate in the Management Company following the transfer of stock and consequent amendment to the Register of Transfers.
£ 50 + VAT	Issuing a duplicate Share Certificate in the Management Company where the original has been lost and for vetting the letter of indemnity.
£ 55 + VAT	Issuing a Membership Certificate in the Management Company where it is a company Limited by Guarantee.
£100 + VAT	Attending an Annual General Meeting or Extraordinary General Meeting or Evening Meeting. £100 + VAT to cover the first hour and the charge for each hour thereafter is £75 + VAT. This fee is discretionary and may be waived as a gesture of goodwill.

For smaller companies limited by guarantee the above rates may be negotiable.

ALL RATES HAVE BEEN HELD FOR TWO YEARS