

COMPANY SECRETARIAL

1. YOUR RESPONSIBILITIES

- 1.1 A private company is required to file its confirmation statements at COMPANIES HOUSE every 12 months. The company will be liable to a fine if it fails to do so.
- 1.2 In order to avoid this we will produce statutory confirmation statements, suitable for filing, within the required period, provided all your records are complete and presented to us, and all subsequent queries are promptly and satisfactorily answered. We accept no responsibility for fines or regulatory action taken against the directors where the statutory confirmation statements are not available for filing.

2. OUR RESPONSIBILITIES

EITHER

- 2.1 We will produce statutory confirmation statements, suitable for filing, within the required period, provided you meet the conditions outlined in paragraph 1.2 above.
- 2.2 We have agreed to act as your agent and to:
 - (a) submit the confirmation statements to COMPANIES HOUSE;
 - (b) complete and submit the company's annual return;
 - (c) complete and submit any other forms required by law to be filed at COMPANIES HOUSE, provided that you keep us fully informed of any relevant changes or events which are required to be notified to COMPANIES HOUSE, within one week of the change or event; and
 - (d) maintain the statutory books.

OR

- 2.1 You have agreed to complete all the returns required by law, for example, the annual returns and the notification of changes in directors. We shall, of course, be pleased to advise you on these and any other company secretarial matters if requested.