

Navigating corporate compliance and ensuring proper conduct is a challenge for all companies.

With ever increasing demands placed on directors and companies alike there has never been a more critical time to ensure that such requirements are addressed.

Here at JPC we have a specialist team on hand to assist with all your corporate governance needs.

Company Secretarial Services





Company Secretarial Services

Service Description	Services Included	Price (exc. Vat)
Annual subscription for use of JPC office for company residential address	Receipt of incoming post and correspondence addressed to company and submission of the same to director(s); to include safe keeping of statutory books.	£400
Annual subscription for general administrative matters	Preparation and filing of Confirmation Statement (inclusive of filing fee); maintenance of company's statutory registers; to include x5 changes made to the company per annum (x2 terminations of director, x2 appointments of director and x2 share transfers); to include preparing filings made at Companies House in respect of forms TM01 and AP01. If SDLT is required to be paid in respect of a share transfer an additional sum of £75.00 plus VAT will be charged to assist with the payment to HMRC and stamping of the stock transfer form; to include reminders with respect to Corporation Tax payment and accounts filings and the forwarding of correspondence addressed to the Company from HMRC.	£575
One off payment for general corporate governance services	Preparing and filing Confirmation Statement (not inc. filing fee if any) with Companies House.	£175
	Preparing and filing change to registered office address of compar with Companies House.	ny £40
	Updating statutory books of company.	£60
	Preparing and filing resignation of director with Companies House	. £60
	Preparing and filing appointment of director with Companies Hous	se. £40
	Preparing a share certificate.	£40

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One off payment for general corporate governance services	Preparing Deed of Indemnity for Lost Share Certificate.	£250
	Preparing instrument to transfer share(s).	£40
	Submitting instrument (to transfer share) for stamping with HMRC arranging settlement of SDLT.	Cand £75
	Updating statutory books of the company through a 12-month pe	riod. £200
	Drafting board resolutions for the company.	£100
	Holding board meetings at the offices of JPC (up to 8 people).	£75 per hour
	Adoption of new articles of association of a company to include preparing company board resolutions and member resolutions and filing completed copies of the same at Companies House.	£950
Company and limited liability partnership formations	To include incorporation services in respect of companies and limited liability partnerships.	£850 (inc. VAT)

Contact 020 7644 7294 enquiries@jpclaw.co.uk





