



## **SCHEDULE 3A**

### **COMPANY SECRETARIAL – COMPANIES**

This schedule of services should be read in conjunction with the engagement letter and the terms of business.

#### **1 CORPORATE SERVICES**

##### **1.1 Recurring compliance work**

1.1.1 A private company is required to file its financial statements at Companies House within nine months of the year end. The company will be liable to a fine if it fails to do so. We accept no responsibility for fines or regulatory action taken against the directors if the statutory financial statements are not available for filing.

1.1.2 We have agreed to act as your agent, and, unless otherwise instructed by you, we shall:-

(a) submit the financial statements to the Registrar of Companies;

(b) complete and submit the company's confirmation statement;

(c) complete and submit any other forms which are 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 fourteen days of the change or event; and

(d) maintain the statutory books.

1.1.3 If you instruct us to act as your agent for any dormant companies for which you are responsible, in addition to the work listed at 1.1.2 above we shall:-

(a) prepare dormant company financial statements based on information provided by you; and

(b) where necessary, advise HMRC of the dormant status of the company.

##### **1.2 Excluded, ad hoc and advisory work**

1.2.1 The scope of our services provided to you will only be as set out above and all other services which we may offer are excluded. If you instruct us to do so, we will provide such other ad hoc and advisory services as may be agreed between us from time to time. These services will be subject to the terms of this engagement letter and terms of business

unless we decide to issue a separate engagement letter. An additional fee may be charged for these services. Examples of such work that you may wish to instruct us to undertake include:-

- (a) providing template documentation for company share reorganisations;
- (b) preparing documentation in respect of share issues and share transfers; and
- (c) formation of new companies.

### **1.3 Your responsibilities**

- 1.3.1 In addition to your responsibilities as set out in the terms of business, to enable us to carry out our work, you agree to inform us promptly if you become aware of any errors, omissions or inaccuracies in the statutory information held at Companies House or on forms after they have been submitted.

### **1.4 Limitation of liability**

- 1.4.1 Our services as detailed above are subject to the limitations on our liability set out in the engagement letter. These are important provisions, which you should read and consider carefully.