

## Corporate Support Services

London Law has an experienced Corporate Support department which deals with changes to company structure and governing documents.

Advice and assistance is given on the practical aspects of company administration including:

- changes to articles,
- changes to share capital
- capitalising loans as share capital
- purchase of own shares or reduction of capital
- establishment of group structure.

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### Annual corporate compliance packages

Our Corporate Services department offers a range of services to assist businesses with filing of statutory documents. We can look after the Annual Return, act as Nominee Secretary or Shareholder or provide a Registered Office address. We aim to provide a cost effective, professional service tailored to your particular needs. Please see below the various packages and what is included in each. All records are held by London Law on a computerised Register and documents are filed electronically with Companies House wherever possible.

Package Name	Private Company Standard	Private Company Standard Plus	Private Company Full	PLC (unlisted)	Flat Management Company	Registered Office Only
Designated advisor in our London office	●	●	●	●	●	
Registered office facility	●	●	●	●	●	●
Maintenance of statutory registers (electronic)	●	●	●	●	●	
Maintenance of statutory registers (hard copy)	●	●	●	●	●	●
Provision of corporate secretary (optional)	●	●	●	●		
Preparation and filing of Annual Return	●	●	●	●	●	
Preparation and filing of CH forms (electronic and paper)		●	●	●	●	
Alteration of Accounting Reference Date		●	●	●	●	
Board appointments (non incorporation related)		●	●	●		
Board resignations (non incorporation related)		●	●	●		
Share allotments (non incorporation related)		●	●	●		
Share transfers (non incorporation related)		●	●	●		
Warning notices of impending filing dates	●	●	●	●		
Dormant company accounts			●			
Ad hoc board minutes and resolutions			●			
Standard director service agreement						
Re-drafting or review of memorandum and articles						
Alteration or reorganisation of share capital						
Reconstruction of statutory registers						
<b>Annual package fee (not including VAT and expenses eg Companies House filing fees; stamp</b>	<b>£175.00</b>	<b>£275.00</b>	<b>£425.00</b>	<b>£400.00</b>	<b>£400.00</b>	<b>£150.00</b>

Please note that we do provide the additional services set out in the shaded area, but these are not included in any package fee.

Where any activity or service is not included in any package fee a separate charge will apply in addition to the subscription fee.