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Service Brochure  
2018 - 2019

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# A1 Company Services

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A1 Company Services have been providing company formation and company secretarial support services to accountants and solicitors for over 30 years. We offer a comprehensive and professional service and cover many specialist company types and structures.

### Expertise

We are well respected in our industry and have extensive experience having incorporated in excess of 500,000 UK companies. Our qualified Company Secretarial team are highly knowledgeable and have practical experience in many complex areas, whilst remaining extremely competitive on price.

### Efficiency

Our aim is to incorporate our clients' companies in the quickest possible timeframe and in a professional manner. Most companies are incorporated within 3 hours, subject to Companies House workloads.

### Comprehensive Support

No matter how straightforward or complex your needs are, we can register a company to meet your requirements. After incorporation, our Company Secretarial team are on hand to provide guidance and drafting for structural changes and compliance issues.

We guarantee our clients a friendly and efficient service:

- Company Formations from £29.99
- Professional Secretarial Support Services
- No hidden costs
- Established over 30 Years
- Registered over 500,000 companies

### Note

All prices are correct at the time of going to print and all prices exclude VAT.

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## UK Company Formation

### Private Companies Limited by Shares

<b>Basic Pack</b> (includes the below)	<b>£29.99</b>
<ul style="list-style-type: none"> <li>• Emailed Certificate of Incorporation</li> <li>• Emailed Memorandum and Articles of Association</li> </ul>	
<b>Standard Pack</b> (includes the below)	<b>£59.99</b>
<ul style="list-style-type: none"> <li>• Printed Official Certificate of Incorporation</li> <li>• 3 Bound Copies of the Memorandum and Articles of Association</li> <li>• Soft Bound Company Register</li> </ul>	
<b>Executive Pack</b> (includes the below)	<b>£149.99</b>
<ul style="list-style-type: none"> <li>• Printed Official Certificate of Incorporation</li> <li>• 5 Bound Copies of the Memorandum and Articles of Association</li> <li>• Loose Leaf Company Register</li> <li>• Company Seal</li> <li>• London Registered Office Service</li> </ul>	

### Bolt-Ons

The following bolt-ons can be added to any of the above packages:

<b>Add to Above Packs</b>	
Pre-Emption Rights on Share Transfers	<b>£20.00</b>
Multiple Classes of Ordinary Shares	<b>£50.00</b>
Multiple Classes of Shares with Preference, Redemption or Conversion Rights	<b>£50.00</b>
Enhanced Voting Rights for Directors upon their Proposed Removal	<b>£20.00</b>
Upgrade to Same-Day Incorporation	<b>£30.00</b>

## Specialist Formations

<b>Community Interest Companies</b> (includes the below)	<b>£200.00</b>
<ul style="list-style-type: none"> <li>• Printed Official Certificate of Incorporation</li> <li>• 5 Bound Copies of the Memorandum and Articles of Association</li> <li>• Loose Leaf Company Register</li> </ul>	
<b>Limited Liability Partnerships</b> (includes LLP Combined Register)	<b>£75.00</b>
Limited Liability Partnership Agreement	<b>Add from £150.00</b>

## Other Company Formations

For the below company types, choose your pack from the previous page and add £50.00.

<b>Public Company Limited by Shares</b>	<b>£50.00</b>
<b>Private Company Limited by Guarantee</b>	<b>£50.00</b>
<b>Flat Management Company (Limited either by Shares or Guarantee)</b>	<b>£50.00</b>
<b>Right to Manage Company</b>	<b>£50.00</b>

## Address and Secretarial Services

### Fees

<b>Named Corporate Secretary</b>	<b>£100.00 per annum</b>
<b>Full Secretarial Service</b>	<b>£150.00 per annum</b>
<b>Full Secretarial Service - Flat Management</b>	<b>£400.00 per annum</b>
<b>Registrar Service</b>	
Initial Import of Company Registers	<b>From £200.00</b>
Filing of Annual Confirmation Statement <sup>1</sup>	<b>£75.00</b>
Appointment of Director at Companies House (per director)	<b>£50.00</b>
Resignation of Director at companies House	<b>Free</b>
Allotment of Shares (per Allotment)	<b>From £50.00</b>
Registration of Share Transfer (per transfer)	<b>£50.00</b>
<b>Registered Office Service</b>	<b>£100.00 per annum</b>
<b>Mail Forwarding Service</b>	<b>£100.00 per annum</b>
<b>Service Address Service</b>	<b>£30.00 per annum</b>

### Service Details

**Named Corporate Secretary:** We will provide a corporate secretary solely for registration at Companies House and to sign company documents as and when instructed by the directors. This service does not include any other company secretarial services. Provision of this service for PLCs is at our discretion only.

**Full Secretarial Service:** We will be appointed as the Company Secretary and will file forms as and when instructed, including the Annual Confirmation Statement<sup>1</sup>. We will maintain the Company's Statutory registers and will prepare paperwork for up to three transactions per year with regard to the appointment and removal of Directors and the issue and transfer of shares. We do not prepare resolutions or attend meetings. Services are paid for on an annual basis.

<sup>1</sup> Previously the Annual Return

**Full Secretarial (Flat Management):** As for Full Secretarial, but additionally we will prepare and dispatch notices of the AGM and proxy forms if required and there is no upper limit on the number of share transfers or change of directors per year, though we do charge a £50 + VAT administration fee to the purchaser's solicitor for processing a share transfer when a property is sold. We can also include our registered office and mail forwarding services for no additional fee.

**Registrar Service:** As for Full Secretarial, except that we will not be appointed as Company Secretary and all services will be charged for on an 'ad hoc' basis rather than annually. This allows for easy outsourcing of registrar services at a fee level scaled to each company's level of activity.

**Registered Office Service:** We will act as the registered office of the company and will forward governmental mail to your specified address. We do not forward any other mail with this service.

**Mail Forwarding Service:** The company may use our address for all correspondence and we will forward all mail to your specified address. We charge a ten pence handling fee for each item forwarded together with the Royal Mail postal charges.

**Service Address Service:** Our address may be used as the 'Service Address' for a director, shareholder or Person with Significant Control. We will forward all letters addressed specifically to the director received at our address, subject to our fair usage policy. Price is per officer per company.

## Post Incorporation – Secretarial & Drafting

<b>Change of Company Name</b>	<b>£50.00</b>
With Adoption of Standard CA2006 Form Articles	<b>Add £50.00</b>
Same-Day Upgrade – Electronic	<b>Add £50.00</b>
Same-Day Upgrade – Hard Copy by Courier to Companies House London	<b>Add £200.00</b>
Same-Day Name Swap between 2 Companies – Hard Copy by Courier to Companies House London	<b>£370.00</b>
<b>LLP Change of Name</b>	<b>£35.00</b>
Same-Day Upgrade – Electronic	<b>Add £50.00</b>
Same-Day Upgrade – Hard Copy by Courier to Companies House London	<b>Add £200.00</b>
Same-Day Name Swap between 2 LLPs – Hard Copy by Courier to Companies House London	<b>£370.00</b>
<b>Creation of Multiple Classes of Ordinary Shares</b> (includes adoption of CA2006 Articles)	<b>£150.00</b>
Preference and/or Redeemable Shares	<b>Add £50.00</b>
Convertible Shares	<b>Add £50.00</b>
Employee Shares (shares that must be redeemed or transferred when the employment of the holder by the company ceases)	<b>Add £50.00</b>
<b>Adoption of Companies Act 2006 Form Articles of Association</b>	<b>£100.00</b>
Pre-Emption Right on Share Transfers	<b>Free<sup>2</sup></b>
Drag Along/Tag Along Rights	<b>Add £50.00</b>
Compulsory Share Transfers with Good Leaver/ Bad Leaver Provisions	<b>Add £50.00</b>
<b>Reduction of Share Capital under the Solvency Statement Procedure</b>	<b>£180.00</b>
Same-Day Upgrade	<b>Add £70.00</b>

<sup>2</sup> Complex drafting will incur an additional fee of at least £50



<b>Purchase of Own Shares from Capital</b>	<b>£375.00</b>
<b>Purchase of Own Shares from Distributable Reserves</b>	<b>£200.00</b>
<b>Rights Issue</b> (cost may increase based on complexity of work)	<b>From £150.00</b>
<b>Bonus Issue</b> (cost may increase based on complexity of work and whether new CA2006 Articles required)	<b>From £100.00</b>
<b>Call and Forfeiture of Partly Paid Shares</b>	<b>From £150.00</b>
<b>Consolidation/Subdivision of Shares</b>	<b>£100.00</b>
<b>Re-Registration of a Company</b> (Private to Public, Public to Private, Limited to Unlimited, Unlimited to Limited or Public to Unlimited)	<b>£180.00</b>
<b>Drafting of a Shareholders Agreement</b> (including 30 minute consultation)	<b>From £250.00</b>
<b>Removal of a Director under s168 CA2006</b>	<b>£150.00</b>
<b>Reconstruction of Statutory Registers</b> (cost may increase based on the age of the company)	<b>From £200.00</b>
<b>Share for Share Exchange</b>	<b>From £200.00</b>
S77 Stamp Duty Relief Application	<b>Add for £100.00</b>

## Miscellaneous

<b>Company Seal</b>	<b>£16.00</b>
<b>Hardback Combined Register</b>	<b>£14.00</b>
<b>Loose Leaf Register</b>	<b>£25.00</b>
<b>LLP Register</b>	<b>£18.00</b>
<b>Initial Entries</b> (includes Loose Leaf Register)	<b>£35.00</b>
<b>Filing of Dormant Company Accounts</b>	<b>£30.00</b>
<b>Filing of Annual Confirmation Statement - Electronically</b>	<b>£48.00</b>
<b>Filing of Annual Confirmation Statement - On Paper</b>	<b>£75.00</b>

## Certificates and Legalisation

### Foreign and Commonwealth Apostilling

<b>Certificate of Good Standing</b>	
Urgent (2-3 working days)	<b>£290.00</b>
Standard (up to 4 weeks)	<b>£121.00</b>
<b>First Document</b> (or bundle of documents)	
Urgent (next day)	<b>£255.00</b>
Standard (up to 2 weeks)	<b>£116.00</b>
<b>Subsequent Documents</b> (per doc)	
Urgent	<b>£125.00</b>
Standard	<b>£86.00</b>
<b>Certificate of Good Standing/Certified Copy of Incorporation without Apostille</b>	
Urgent	<b>£80.00</b>
Standard	<b>£40.00</b>
<b>Notarisation of Documents</b>	<b>PoA</b>
<b>Embassy Legalisation<sup>3</sup></b>	<b>PoA</b>

<sup>3</sup> Dependant on Embassy and may also incur nortarisation and FCO Apostiling

## Company Searches

### UK Companies

<b>Full Search</b>	
With Accounts	<b>£25.00</b>
No Accounts	<b>£23.00</b>
<b>Conveyancing Search</b>	<b>£15.00</b>
<b>An Individual Document from the Company Register</b>	<b>£13.00</b>
<b>Additional Documents</b>	<b>£2.00 each</b>
<b>Officers of a Company</b>	<b>£5.00</b>

### Individuals

<b>Directorships of a Person</b>	<b>£5.00</b>
County Court Judgements	<b>£50.00</b>
<b>International Companies</b> (note below)	<b>Ask</b>
Please note that searches in Tax Havens are chronically overpriced and there is no guarantee that information beyond the fact that the company exists and its location will be obtainable as anything more than this is at the officers' discretion.	

### Land Registry

<b>Copy of a Property Register</b>	<b>£12.00</b>
<b>Copy of a Property Title Plan</b>	<b>£12.00</b>
<b>Copy of a set of Documents Referred to in the register</b> (excluding Leases)	<b>£15.00</b>
<b>Copy of a Lease Held in Electronic Form</b>	<b>£25.00</b>
<b>Copy of a Lease not Held in Electronic Form</b>	<b>£50.00</b>

## Company Restorations

### Administrative Restorations

This procedure can only be used if the company was struck off because documents were not filed and the company is to continue trading. Outstanding documents must be filed at Companies House together with the filing fees and late filing penalties.

Item	
Companies House Fees	£100.00
Legal Fees	£64.00
Our fees £175 + VAT	£210.00
<b>Total Cost</b>	<b>£374.00</b>

### By Court Order

This procedure is used if assets are to be recovered and the company is then struck off or where the directors filed the relevant form to strike the company off.

Item	
Companies House Fees	£300.00
Court Fees	£280.00
Our fees £400+ VAT	£480.00
<b>Total Cost</b>	<b>£1088.00</b>

## Contact Us

If you have any questions about this brochure, please get in touch with one of our experts in one of the following ways:

**Telephone:** 0208 492 6363

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Alternatively, visit our website for more information:

**Website:** [www.a1companies.com](http://www.a1companies.com)