



## Company Secretarial

### Charles Russell services and fees

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#### Incorporation fees

The fee for the Incorporation of a private limited company is currently **£475.00 plus VAT** together with formation disbursements which compromise the services in the table below:

	Paper copy	E - filing
<b>Incorporation fee*</b>		
• Standard service (5-10 days)	£20	£15
• Same day	£50	£30
Statutory registers with CD	£30	£30

\* **These disbursements do not incur VAT**

#### More information

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#### INCORPORATION SERVICES

##### How can we help you?

The company secretarial work at Charles Russell is undertaken by a dedicated team of staff, headed by a chartered secretary. The team has a wealth of experience in the provision of company secretarial services. As a service to its clients, the company secretarial team offers a full UK private incorporation package. The service includes:

- Preparation of the relevant documents (using our standard precedent memorandum and articles of association and the prescribed forms).
- Filing of the papers to arrange the incorporation either electronically or in paper form (as required).
- Provision of completed statutory registers, including minutes of the first meeting or written resolutions confirming incorporation and the share certificates for the subscribers. Copies of these registers are also provided on a CD for future editing.

We can also provide plcs, LLPs companies limited by guarantee and residential management companies at fees to be separately agreed.

##### What information is typically required?

In order to arrange for the establishment of a company the following minimum information is required:

- The proposed new name for the company.
- The required details for intended director(s). A UK company may have a sole director provided that they are not also the secretary and a corporate entity – a company must have at least one natural person as a director. A director can also adopt a service address to be disclosed on the public record, rather than their usual residential address.
- The required details for the intended secretary (if required – this is no longer necessary for private limited companies but is for plcs).
- Proposed situation of the registered office - the registered office address must be an address in England or Wales. A PO box address cannot be used.
- Name(s) and address(es) of the intended shareholder(s) and number of shares to be issued.

Once the required information has been obtained (and subject to the internal file opening procedures) the papers can be prepared and e-mailed for signature. Depending on a client's requirements we are able to incorporate a company speedily and if time is of the essence, on receipt of copies of the signed documents (which we prepare), a company can be incorporated electronically in a matter of hours.