

1100 COMPANY SECRETARIAL

SCHEDULE OF SERVICES

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

1. RESPONSIBILITIES AND SCOPE FOR COMPANY SECRETARIAL SERVICES

1.0 COMPANY SECRETARIAL

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 where the statutory financial statements are not available for filing.

1.1.2 We have agreed to act as your agent, and if you require, to:

- a) submit the financial statements to the Registrar of Companies;
- b) complete and submit the company's annual 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 one week of the change or event; and
- d) maintain the statutory books.