



We make the law work for you

Company Secretarial Services

Navigating corporate compliance and ensuring proper conduct is a challenge for all companies.

With ever increasing demands placed on directors and companies alike there has never been a more critical time to ensure that such requirements are addressed.

Here at JPC we have a specialist team on hand to assist with all your corporate governance needs.

Company Secretarial Services

JPC

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Company Secretarial Services

One off payment for general corporate governance services	Preparing Deed of Indemnity for Lost Share Certificate.	£250
	Preparing instrument to transfer share(s).	£40
	Submitting instrument (to transfer share) for stamping with HMRC and arranging settlement of SDLT.	£75
	Updating statutory books of the company through a 12-month period.	£200
	Drafting board resolutions for the company.	£100
	Holding board meetings at the offices of JPC (up to 8 people).	£75 per hour
	Adoption of new articles of association of a company to include preparing company board resolutions and member resolutions and filing completed copies of the same at Companies House.	£950

Company and limited liability partnership formations	To include incorporation services in respect of companies and limited liability partnerships.	£850 (inc. VAT)
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Our fees and pricing do not include VAT. When applicable VAT will be applied at the rate of 20%. VAT is charged at the standard rate the details of which are found here: <https://www.gov.uk/vat-rates>. Not all parts of the search pack attract VAT.

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