



WHALE ROCK COMPANY SECRETARIAT LTD

Whale Rock Company Secretariat Limited offers a professional bespoke solution to company secretarial issues using high calibre, experienced company secretaries. Our services include attendance at board meetings, company secretarial due diligence reviews at times of corporate transactions, dormant accounts preparation and corporate governance compliance reviews of full annual reports.

## Company Formation Service

<b>Standard Incorporations (within 48 hours)</b>	<b>£349</b>
<b>Same Day Incorporations</b>	<b>£449</b>

This comprehensive service includes a name availability search, printed Certificate of Incorporation, First Board Minutes, Memorandum & Articles of Association, statutory books and share certificates.

This service applies to UK private limited companies only. Services for other UK entities and offshore incorporations are available on request.

## Company Secretarial Compliance Package

<b>Annual Fee</b>	<b>£565</b>
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This cost effective package offers our clients the following services:

- registered nominee Company Secretary
- providing registered office address for forwarding mail within the UK
- holding and maintaining the statutory register and company seal
- signing documents on behalf of the company as Company Secretary
- preparing and filing the annual return
- notifying the due date of the annual accounts
- filing the annual accounts
- filing forms at Companies House regarding changes of officer's particulars/registered office
- filing form for the change of the accounting reference date
- Companies House fees are included

This service applies to private UK companies only. Services for LLPs, charities, public companies or listed companies are available on request.

## Special First Year Compliance Package

<b>Annual Fee</b>	<b>£750</b>
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This package offers a combination of Standard Incorporation Service and Company Secretarial Compliance Package. We will incorporate and manage the company in the first year of the company's existence.

**Contact:**

Whale Rock Company  
Secretariat Limited  
www.whalerock.co.uk  
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London EC2V 7AY

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## Dormant Company Compliance Package

### Annual Fee

**£465**

- registered nominee Company Secretary
- registered office address for forwarding mail
- holding and maintaining the statutory register and company seal
- notifying the due date of the dormant accounts
- filing the annual return
- Companies House fees are included

## Fixed Fee Services

<b>Registered office</b>	<b>From £300 p.a.</b>
<b>Annual return completion</b>	<b>£150</b>
<b>Preparation of dormant accounts</b>	<b>£250</b>
<b>Change of company name</b>	<b>£150</b>
<b>Agent for service (up to three documents over a three year period)</b>	<b>£500</b>

## Other Services

The following services are charged on an hourly rate basis:

- Share transfers and allotments
- Changes to authorised share capital
- Preparing for and management of AGM
- Attending meetings and drafting minutes
- Corporate governance reviews
- Employee share schemes
- Draft resolutions and file forms at Companies House including appointments/ resignations of directors, changes to accounting reference date, changes of registered office address

\*All fees are exclusive of VAT

All prices are valid as at August 2009

## About Whale Rock Professional Services Group

Whale Rock ([www.whalerock.co.uk](http://www.whalerock.co.uk)) members are independent entities who work closely together to provide high quality, multidisciplinary services as an 'in-house' solution to suit client requirements. Founded in 2004, the group consists of:

**Whale Rock Accounting Limited** - strategic, operational and technical accounting solutions

**Whale Rock Legal Limited** - outsourced in-house counsel and innovative legal solutions

**Whale Rock Company Secretariat Limited** - compliance and governance services

Our team are all qualified and highly skilled professionals, who have trained in the leading accounting and law firms, selected for their breadth of experience, 'hands-on' and entrepreneurial approach.

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