



ENGAGEMENT LETTER COMPANY SECRETARIAL SERVICES

1. CORPORATE SERVICES

1.1. 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 if the statutory financial statements are not available for filing.

1.1.2. We have agreed to act as your agent, and to:

- a) submit the financial statements to the Registrar of Companies;
- b) complete and submit the company's 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.