

UK COMPANY FORMATION AND ADMINISTRATION SERVICES

Fee schedule from 1 May 2008

COMPANY FORMATION SERVICES

Incorporation of UK company	From £280.00
Same day incorporation - additional fee for expediting the incorporation	£100.00
Compliance fee – minimum one-off fee for completing Client Due Diligence (CDD) process	From £110.00

COMPANY SECRETARIAL SERVICES

Company secretarial consultancy service	£350.00 per annum
LLP – Secretarial consultancy service	£230.00 per annum
PLC – Company secretarial consultancy service	£395.00 per annum

REGISTERED OFFICE/COMMERCIAL MAIL/FAX AND TELEPHONE

Registered office service (Bristol)	£120.00 per annum
Registered office service (London)	£165.00 per annum
Commercial mail forwarding	£210.00 per annum
Commercial fax forwarding	£210.00 per annum
Telephone redirection	£310.00 per annum
Email redirection	£310.00 per annum

DIRECTORS AND SHAREHOLDERS

Director services	Price on application
Nominee shareholder service (one beneficial owner)	£190.00
Each additional beneficial owner	£80.00

SUPPLEMENTARY SERVICES

Application for the opening of a bank account	From £500.00
Preparation of commercial agreements	Price on application
Legalisation of statutory/corporate documents	Price on application
Routine administrative work	£110.00 per hour

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

JORDANS ACCOUNTING SERVICES

Statutory accounts and tax compliance

Fixed annual fee: appointing ourselves as tax agent and dealing with corporation tax matters on behalf of the company £275.00 per annum

Supplementary fee, based on turnover:

- Dormant company £170.00
- Up to £250,000 (or a non-trading company holding assets or incurring expenses) £550.00
- Between £250,001 and £500,000 £820.00
- Between £500,001 and £1,000,00 £990.00
- Over £1,000,000 POA

VAT registration and preparation of first quarterly return if application is successful £445.00

Subsequent quarterly VAT administration charge £195.00

Company payroll £175.00 per annum

Annual fee for each employee being paid on a monthly basis including initial registration with the H M Revenue & Customs where necessary

Book-keeping and financial administration Price on application

BANKING SERVICES

Transfer:	Fee
Up to £10,000	£70.00
£10,001 to £100,000	£105.00
£100,001 to £250,000	£310.00
£250,001 to £1,000,000	£410.00
£1,000,001 to £5,000,000	0.05% of transfer value
For transfers over £5,000,000	

Please note that if you subscribe to our director services, the directors of the company may also charge for considering and authorising a transfer. This charge will be payable in addition to the above. If Jordans has to request more information from a company in relation to a transfer a charge may be levied on a time spent basis.

Inter-account transfer £70.00

Banking cheques £30.00

Contacting a bank at a company's request £30.00

Forwarding credit and debit advices (other than monthly statements):

(a) to an address in the UK; £6.00

(b) to an address outside the UK £8.00

Annual subscription fee for banking services (covers forwarding of monthly statements) £80.00 per annum

VAT

All fees above are quoted exclusive of UK VAT(15%)

The following UK corporate services require UK VAT to be added to related fees regardless of the fact that an overseas person will be invoiced:

Statutory secretarial	Registered office	VAT services
Statutory tax compliance	UK fax and mail forwarding	

We will calculate VAT charges for you prior to payment. If your UK company is VAT registered, the VAT on service fees can be reclaimed.

COURIER DELIVERIES

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

GENERAL INFORMATION

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time - consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees. Director fees are quoted on a case basis subject to receiving our completed preliminary questionnaire.