

7.02 SECRETARIAL SERVICES – COMPANIES/LIMITED LIABILITY PARTNERSHIPS

The purpose of this schedule and the Standard Terms of Business is to set out the basis on which we are to act as accountants and advisors with regard to your secretarial affairs and to clarify our respective responsibilities in respect of that work.

1 Your responsibilities

- 1.1 As a private company or limited liability partnership, you are required to file accounts at Companies House within nine months of the period end. The company/LLP will be liable to a fine if it fails to do so. Though we have agreed to file the accounts on your behalf (see 2.1 below), we accept no responsibility for fines or regulatory action taken against the directors/members where the statutory financial statements are not available for filing.
- 1.2 Where the entity applies the small company/LLP regime, based on the accounts prepared for members, you agree we will file the minimum accounting information at Companies House unless you inform us otherwise in writing.
- 1.3 In addition, you are required to complete the annual confirmation statement confirming various information held by Companies House about the company/LLP. For us to complete this confirmation on your behalf, you need to supply us with the relevant details, including:
 - (a) the names, dates of birth and contact details for each director, and secretary if applicable, or changes thereto;
 - (b) the address of the registered office, or changes thereto; and
 - (c) if relevant, details of the shareholders.
- 1.4 From 6 April 2016, under *Schedule 1A* to the *Companies Act 2006*, the company/LLP is required to maintain a register of People with Significant Control (the PSC register). In essence, these are individuals (or companies) that directly or indirectly hold more than 25% of the shares/voting rights, or can appoint or remove a majority of directors. For us to maintain the PSC register, you need to supply us with written confirmation from the individual/company concerned that they are a PSC, what conditions for being a PSC are met, from which date if after 6 April 2016, together with other relevant information depending on whether they are an individual or a company.

2 Our responsibilities

- 2.1 We have agreed to act as your agent and to:
 - (a) submit online the financial statements to the Registrar of Companies and, if requested, HMRC;
 - (b) complete online the company's annual confirmation statement;
 - (c) complete online any other changes required by law to be filed at Companies House, provided that such changes can be filed online and 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, including the new Register of People with Significant Control required from 6 April 2016; and
 - (e) act as your registered office.
- 2.2 We will, of course, be pleased to advise you on these and any other secretarial matters if requested.