

Northern Ireland Company Registration Procedures and Fees

Unless otherwise indicated, the Northern Ireland company stated in this quotation refers to a private company limited by shares formed and incorporated in Northern Ireland in accordance with the United Kingdom Companies Act 2006.

Northern Ireland is part of the United Kingdom, so its corporate law originates from the UK Companies Act 2006. Northern Ireland has its own legislative competence in some areas, which is responsible for company registration, registration of annual reports and supervision of company compliance. Northern Ireland companies still operate strictly in accordance with UK Companies Act 2006, and the legal effects are the same as that of England and Wales or Scotland companies.

Our fees for the registration of private company limited by shares in the Northern Ireland is £1,000. The fees quoted include our professional registration service fee, registered office address in UK for one-year, local register agent service for one year and payment of official government fee. In short, the fees quoted included the fees necessary for the registration of UK company. For details, please refer to the Section 1 of this quotation.

For the purpose of registering a company registration in Northern Ireland, you will need to provide the identification documents and proof of address of each shareholder and the proposed executive director, the proposed number of shares of the Northern Ireland company, the address of the registered office (if provided by the client), and the main business scope and business models of Northern Ireland companies. The required documents and materials are detailed in Section 5 of this quotation.

In general, the registration of the Northern Ireland company takes around 7-10 to 7 business days (excluding the application time for the registration of the Value-added Tax Taxation Number for the UK company). The competent authority will conduct audits base on the business scope and the identity of the investors, and the company registration time shall be extended.

The fees quoted are applicable to the business which does not require an additional license or permit. If the business to be carried out by the Northern Ireland company requires an extra license or permits, Kaizen can help apply for such license or permit and our fees will be quoted upon request.

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1. Registration Fee for the UK Limited Company

Our fees for handling the registration of a private company limited by shares with standard Articles of Association in Northern Ireland are £800. In particular, our fees cover the following services:

- (1) Northern Ireland Company Incorporation - Pre- & Post-Incorporation
 - (a) Answering your questions in respect of the registration and maintenance of a company in Northern Ireland;
 - (b) Performing name availability search;
 - (c) Payment of official registration filing fee to relevant authorities;
 - (d) Drafting the standard of Memorandum of Association and Articles of Association;
 - (e) Preparation of incorporation documents and registration forms;
 - (f) Preparation of board resolution;
 - (g) Preparation of compliance corporate kit, including Company stamp, Share Certificate Book, Register of Members and Register of Director etc.

- (2) Registered Office Address

The registered office address of the Northern Ireland company must be a located at Northern Ireland. Kaizen will provide an address to be used as the registered office for Northern Ireland company and receive government letters for one year.

Please be advised that HMRC does not accept the company's address provided by the company accountant to be used for VAT registration. Therefore, the fee outlined above does not include VAT registered address.

As stated above, the address we provide can be in Northern Ireland. If you prefer other location or address, we may need to adjust our fees accordingly.

Kaizen could receive and forward business letters and couriers on behalf of clients, Kaizen will charge £500 annually (excluded the courier charges).

Note:

- (1) This package included the service fees, registered address service and the government registration fee. However, this package does not include the courier fee during the registration process of the applicant company, if any.

2. Optional Services

No.	Description of Service	Fee (£)
1	VAT Taxpayer registration (one off) (Note 1)	800
2	Mail forwarding (per annum) (Note 2)	500
3	Bank account opening introductory service (Note 3)	500
4	Personal Code Registration (Note 4)	225 (per person)

Note:

- (1) Any business whose turnover exceeds (or will exceed) the VAT threshold of £90,000 in any 12 months period, not just the annual accounting period, must register for VAT and then account for it. Most goods and services are charged at the standard VAT of 20%. Businesses may choose to opt for voluntary VAT registration.

Alongside other filing requirements, VAT registered companies must then complete a quarterly VAT return to HMRC, which is now done online. This breaks down the amount of VAT due on sales and the amount of VAT reclaimable on company purchases, with the difference between these being the amount of VAT payable to HMRC.

The VAT return is due at the end of the month following the end of the quarter covered by the return. The stated service fee is strictly allocated for a single application attempt. In the event that the application is unsuccessful, the fee remains non-refundable.

- (2) For receipt of commercial mails, we will scan and email the mails received to you once a week. We could assist to forward business letters and couriers on behalf of clients at every month. Courier charges will be charged.
- (3) Kaizen will help you to open a online account for your Northern Ireland company with Airwallex. Our services are limited to providing assistance, including preparation of certified incorporation documents as required by the bank, pre-screen of account application documents etc. Bank has the sole discretion to approve the application for opening an account. The stated service fee is strictly allocated for a single application attempt. In the event that the application is unsuccessful, the fee remains non-refundable.
- (4) Under the new legal requirement under the Economic Crime and Corporate Transparency Act 2023, any individual who is a director/member of a Northern Ireland registered company, or a Significant control (PSCs) must verify their identity and obtain a unique "Personal Code" issued by Companies House. The Personal Code is personal to you, not to your company, and if you hold multiple directorships / ownerships you only need to verify once and then use the same code for each company.

3. Payment Term and Payment Methods

We currently accept Hong Kong Dollar check, cash or TT and credit card through PayPal only. If payment is settled through PayPal, extra 5% services fee will be charged. Upon receipt of your order, we will issue an invoice to you for your settlement. Because of the nature of services, we require full payment in advance. Also, once service is commenced, no service fee will be refunded except special cases.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged.

4. Basic Structure for UK Limited Company

- (1) At least one shareholder and one director;
- (2) The shareholder could be a legal person or a natural person. There are no restrictions on the nationality of the shareholder;
- (3) The shareholder who is a natural person could act as a director; there are no restrictions on the nationality of the director;
- (4) Must have a registered address in Northern Ireland;
- (5) There is no limit on the number of registered capital shares and issued shares. In general, the registered capital for a Northern Ireland company is £100.

5. Required Documents and Materials

Client needs to provide the following documents and information to Kaizen by email or fax or post for purpose of incorporation:

- (1) Please provide two to three English names for the UK Company. The company name must be ended with 'LIMITED' or 'LTD';
- (2) The copy of the passport and two copies of address proof issued within 3 months (Issued by two separate authorities) of shareholders (For example, utility bill, telephone bill or bank statement); if the shareholder is a legal person, the Certificate of Incorporation, corporate documents showing the registered address, Register of Directors, Register of Members and passport and address proof issued within 3 months of ultimate beneficial owners holding with more than 25% shares;
- (3) The copy of the passport and two copies of the address proof issued within 3 months (Issued by two separate authorities) of directors (For example, utility bill, telephone bill or bank statement);
- (4) If shareholder is a legal person, please provide an organization chart certified by director;
- (5) Filling the "KYC Questionnaires" and "UK Company Incorporation Order Form" provided by Kaizen.

Acceptable address proof can be a utility bill or bank statement. Information of director/shareholder (full name and full address), document type, document issuing date and name of issuing authority must be clearly stated. If the document is not written in English, you are required to provide an English translation document for reference and as supporting.

The identification documents and address proof of shareholders and directors are subject to certify by Kaizen's staff, notary offices, attorneys, accountants, or bank managers. You may visit any of our branches to complete the verification if needed.

6. Northern Ireland Company Registration Procedures and Timeframe

Under normal circumstances, the company name and the business scope do not need an extra license or permit, the whole process for company registration takes around 2 to 3 weeks. The table below details the procedures with time frame for the registration of a UK company.

Step	Description	Time Required (Working Day)
1	Client confirms to engage Kaizen to handle the formalities of UK company registration and the time same time, sends the materials stated in Section 5 to Kaizen by email.	Client's Schedule
2	Kaizen issues an invoice to client and client arranges payment of our service fees.	Client's Schedule
3	Kaizen arranges with client to verify the identification documents of the shareholder(s) and director(s).	Client's Schedule
4	Application for person code of Directors/PSCs (upon request)	2-3
5	Preliminary availability check of proposed company name. if available, Kaizen prepares company registration application documents and email them to client for signing.	1
6	Client signs off the registration application documents and returns them to Kaizen by email.	Client's Schedule
7	Kaizen will file the incorporation documents with the Registrar of Companies for Northern Ireland.	1
8	The Registrar of Companies for Northern Ireland review the documents and if it finds everything in order, issues a Certificate of Incorporation.	7-10
9	Kaizen arranges company stamp.	2-3
10	Kaizen delivers company registration documents (and seal and stamp) to the client.	Client's Schedule
Total workings days: 2-3 weeks		

7. Certificates and Documents to be returned to Client

After the registration process is completed, Kaizen will return the following documents and materials to client for retention and as proof that the company is duly registered:

- (1) Certificate of Incorporation issued by the Registrar of Companies for Northern Ireland;
- (2) Registration Form IN01 for registration of a UK company;
- (3) 4 standard copies of the Articles of Associations;
- (4) Issuing of Share Certificate;
- (5) A company signature stamp and company round stamp;
- (6) Documentary Register of Director, Register of Members and board resolution etc.

The above documents are also available for pick up in any Kaizen offices. We can also courier the documents to any address designated by you.

8. Annual Maintenance

Each company (limited by shares) registered in Northern Ireland are required to submit Confirmation Statement (Called “Annual Return”) with Annual Accounts (Called “Statutory Accounts”) to the Registrar of Companies for Northern Ireland at the end of your company’s financial year, no matter the company has operations or not.

If the Northern Ireland Company is carrying on a trade in goods or trade in Services, the company is required by law to prepare the Company Tax Return and be filed with HMRC.

For a more detailed description of the compliance requirements and the related costs, please refer to our article titled “Northern Ireland Company Annual Compliance and Maintenance Guideline Note” or please contact and consult our professional accountants.

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following means:

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