

Procedures and Fees for Change of Director in a UK Company

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

When a UK company needs to change directors, the UK company may appoint a new director or accept the resignation of the current director through a board resolution and notify the Companies House within 14 days of the approval of the change.

The fee for the change of directors of a UK company is £120 (limited to appointing a new director and accepting the resignation of an incumbent director). Our services contain all the information needed to compile and submit changes. Please refer to section 1 of this quotation for details.

For the purpose of change of director, client needs to provide a copy of the Certificate of Incorporation, a copy of the latest Confirmation Statement, a copy of the Articles of Association of the company and the information of the new director(s).

Normally, the process for change of director of a UK company can be completed within 2-3 working days. The time required for the change procedures shall be from the date on which the client provides all the required documents to the us. Please refer to Section 4 of this quotation for details.

If the incumbent directors refuse to resign from the board of directors, the members of company may consider to remove them by a special resolution. We will provide further information and quotation if require removing a director of a UK company.

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1. Services and Fees for Change of Director

Our fees for handling the change of director of a private company registered in UK is GBP120 including one appointment and one resignation. The fees quoted above cover the following services in particular:

- (1) Answer all queries related to change of directors;
- (2) Review Articles of Association of the subject company;
- (3) Prepare Minutes of Directors' Meeting/Written Resolution of Director, Letter of Resignation as Director and relevant form to Companies House;
- (4) Arrange filing the relevant form to UK Companies House.

Notes:

- (1) The fees are limited to the appointment of one new director and the resignation of one current director at the same time, and if two or more directors are required to be appointed and resigned, quote will be provided separately;
- (2) Delivery charge is not included, if any.

2. Payment Term and Payment Methods

Upon receipt of your confirmation of engagement, we will issue and email our invoice together with detailed wiring instructions to you for your settlement. Please kindly mark our invoice number or account number in the message section of the remittance receipt and then send a copy of the same to us for our records. 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.

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.

3. Documents and Information needed to be Provided by Clients

- (1) Certificate of Incorporation;
- (2) A copy of Articles of Association of the subject company;
- (3) The latest Confirmation Statement;
- (4) Documents for subsequent changes after the latest Confirmation Statement;
- (5) Authentication code for Companies House login.
- (6) Passport and a recent address proof within 3 months.

Notes:

- (1) If Kaizen is acting as company secretary of your UK company, then you do not need to provide the documents in item (1) to (5).
- (2) The identification and address proof listed above must be certified by Kaizen, or by a CPA, lawyer, attesting officer or a bank manager. Client can visit any of our offices with the original identification documents of the shareholder and director and our staff will perform certification, or client could have the documents certified by an accountant or lawyer or attesting officer in the place where she/he resides.
- (3) If the above documents are not in English, please provide a certified English translation. Translation service is available at an additional cost.

4. Procedures and Time Frame for Change of Director

Generally speaking, it takes about 2-3 working days to complete changing of directors after receiving all the required documents. Please refer to table below for details:

Step	Description	Working Day(s)
1	The Client shall provide all the required documents set out in Section 3 of this Quotation by e-mail, fax or post. The Client is required to pay for the service fee at the same time.	Client's schedule
2	Kaizen prepares the Minutes of Directors' Meeting/Written Resolution of Director, Letter of Resignation as Director and relevant form to Companies House.	1
3	Kaizen provides documents to client to arrange signature;	Client's schedule
4	Client deliver original signed documents to Kaizen;	1-2
5	Kaizen delivers the relevant form to UK Companies House;	Client's schedule
Total: 2-3 working days		

5. Documents to be Returned to Client after Processing

The following documents will be returned to client:

- (1) Minutes of Directors' Meeting/Written Resolution of Director
- (2) Letter of Resignation as Director (if any)
- (3) Copy of the Form filed to Companies House

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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