

Procedures and Fees for Change of Name of a UK Company

Unless otherwise indicated, the UK company stated 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 United Kingdom registered company intends to change its name, it needs to pass an ordinary resolution to effect the change. Then it will need to file an application for change with the Registrar of Companies. The effective date of change of company name is the date stated in the Certificate of Change of Name issued by the Registrar of Companies.

Our fee for handling the change of name of a United Kingdom incorporated company is GBP400. The fee quoted here cover both our service fees and fees charged by the Registrar of Companies. The scope of services is listed in Section 1 of this quotation.

Normally, the process for change of name of a UK company can be completed within 5 working days.

Upon collection of the certificate of change of name, you should send a copy of the certificate to your banker for them to update their records. It should be note that the bank may take two weeks or even longer time to update their records. As such, if you will need receive payments during this period of time, you should instruct the sender to send payment using the old company name.

The fees stated in the quotation are for preliminary reference only and do not constitute final transaction terms. All service fees shall be based on the actual quotation provided by our company for each individual case. We reserve the right to adjust pricing at any time without prior notice.

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1. Fees for Change of Name of a UK Company

Our fee for handling the change of name of a UK incorporated company is GBP400. The fee quoted here covers both our service fees and the fees charged by Registrar of Companies. In particular, our fee covers the following services:

- (1) Performing a name availability check;
- (2) Preparation of Shareholders' minutes/written resolutions for change of company name;
- (3) Preparation of forms and documents for change of name;
- (4) Filing of name change documents with Registrar of Companies and payment of appropriate official filing fee; and
- (5) Collecting Certificate of Change of Name from the Registrar of Companies.

Notes:

- (1) Our fees quoted above do not cover the registered agent and registered office services.
- (2) Our fee quoted above does not cover courier charge.

2. Optional Services

No.	Description of Service	Fee (GBP)
1	Order a new rubber stamp/common seal with the new company name	50
2	Re-print 4 sets of Memorandum of Association and Articles of Association with the new company name	80

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. Process and Timeline

Under normal circumstances, the whole process for change of company name takes around 5 working days. The details are outlined below:

No.	Procedure	Working days (Estimated)
1	Client confirms engagement of Kaizen for change of name of a limited company in UK and provides the documents and information listed in Section 5.	Client's schedule
2	Kaizen issues an invoice and the client arrange payment of our service fees.	Client's schedule
3	Check availability/registrability of the proposed new company name.	1
4	Kaizen prepares the documents in relation to the change of company name for client signature.	1
5	Client signs the registration form and return other required signed documents to Kaizen.	Client's schedule
6	Kaizen submits the documents with the Registrar of Companies.	1
7	Issue of Certificate of Change of Name by Registrar of Companies.	2-3
Total:		5 days

5. Documents and Information Required

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

- (1) Please provide two to three English company names. The company name must end with "Limited" or its common abbreviation "Ltd.";
- (2) Copy of Certificate of Incorporation and Articles of Association;
- (3) Copy of the latest Confirmation Statement;
- (4) Copy of statutory registers (if any);
- (5) Companies House Authentication Code from Companies House;
- (6) The copies of the passport and address proof issued within 3 months 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;

- (7) The copies of the passport and the address proof issued within 3 months of directors (For example, utility bill, telephone bill or bank statement);
- (8) If shareholder is a legal person, please provide an organization chart certified by director; and
- (9) Filling the “KYC Questionnaires” provided by Kaizen.

If Kaizen is acting as registered agent of your UK company, then you do not need to provide the documents in item (2) to (9).

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. Documents Returned to Client after Change of Name

After we complete the whole process, the following materials will be returned to you:

- (1) One copy of Certificate of Change of Name;
- (2) One copy of filed NM01 for change of Name; and
- (3) Shareholders’ minutes/written resolutions authorising change of name.

The above documents will be delivered to the client's designated mailing address.

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

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