

Procedures and Fees for Change of Registered Office Address of 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 its registered office address when it moves to a new location or switches to a professional registered office service. The change must be reported to Companies House within 14 days of the move. The new address must be a physical address in the same UK jurisdiction where the company was incorporated. It is important to ensure that the new address can receive government letters and is not a P.O. Box.

The fee for the change of registered office address of a UK company is £120. Our services contain all the information needed to compile and submit changes. Please refer to section 1 of this quotation for details.

Normally, the process for change of registered office address of a UK company can be completed within 2 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.

The fees listed in this quotation are for reference only and are subject to change without prior notice.

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1. Services and Fees for Change of Director

Our fees for handling the change of registered office address of a private company registered in UK is GBP120. The fees quoted above cover the following services in particular:

- (1) Answer all queries related to change of registered office address;
- (2) Review Articles of Association of the subject company;
- (3) Prepare Minutes of Directors' Meeting/Written Resolution of Director, and Form AD01 for the changes; and
- (4) Arrange filing the Form AD01 to UK Companies House.

Notes:

- (1) The fee quoted above does not cover our register office address and translation services, or delivery charges, if any.
- (2) The fee quoted above does not cover updating the registered address with bank or Intellectual Property Office UK.

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 made through PayPal, extra 5% services fee will be charged.

3. Documents and Information needed to be Provided by Clients

In order to enable us to prepare the documents for change of registered office address, we need to have the following information and documents:

- (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; and
- (5) Authentication code for Companies House login.

If Kaizen is acting as registered agent of your UK company, then you do not need to provide the above documents.

4. Procedures and Time Frame for Change of Director

Under normal circumstances, the changing of registered office address of a UK Company takes around 2 working days. 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 relevant documents for changing of registered office address for client's signature.	1
3	Client signs off the relevant documents and returns them to Kaizen by email.	Client's schedule
4	Kaizen will file the relevant documents with the Companies House.	2
Total workings days: 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; and
- (2) Copy of Form AD01 filed with Companies House.

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

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