

Procedures and Fees for Removal 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 under the Companies Act 2006 in United Kingdom.

When a director of a UK registered company refuses to resign as a director, the shareholders of the UK Company may pass an ordinary resolution to remove the director who refuse to resign from his office.

Our fee for handling the removal a director of a UK incorporated company is GBP800 (per person). Our fee covers the preparation of all relevant notice of meetings and minutes of meetings but does not cover the cost of attending the shareholders' meeting.

For the purpose of removal 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 removal of director of a UK company can be completed within 4 to 6 weeks. 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 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.

HONG KONG 香港

Rooms 2101-05, 21/F.
Futura Plaza, 111 How Ming Street
Kwun Tong, Hong Kong
香港觀塘巧明街111號
富利廣場21樓2101-05室
T: +852 2341 1444

SHENZHEN 深圳

Rooms 1203-06, 12/F.
Di Wang Commercial Centre
5002 Shennan Road East
Luohu District, Shenzhen, China
中國深圳市羅湖區深南東路5002號
地王商業中心12樓1203-06室
T: +86 755 8268 4480

SHANGHAI 上海

Room 1201, 12/F., Tower A
Guangqi Culture Plaza
2899A Xietu Road, Xuhui District
Shanghai, China
中國上海市徐匯區斜土路2899甲號
光啟文化廣場A座12樓1201室
T: +86 21 6439 4114

BEIJING 北京

Room 303, 3/F.
Interchina Commercial Building
33 Dengshikou Street
Dongcheng District, Beijing, China
中國北京市東城區燈市口大街33號
國中商業大廈3樓303室
T: +86 10 6210 1890

TAIPEI 台北

Rooms 7F-702, 7/F., 188 Section 5
Nanjing East Road
Songshan District, Taipei
Taiwan 105411
台灣台北市松山區南京東路五段
188號7樓7F-702室
郵編: 105411
T: +886 2 2711 1324

TOKYO 東京

Rooms 502-03, 5/F.,
Lions Mansion Matsugaya
1-4-6 Matsugaya, Taito, Tokyo
Japan 111-0036
日本東京都台東區松谷1-4-6
獅子大廈5樓502-03室
郵編: 111-0036
T: +81 50 5538 0687

SINGAPORE 新加坡

138 Cecil Street, #13-02 Cecil Court
Singapore 069538
T: +65 6438 0116

KUALA LUMPUR 吉隆坡

Menara Suezcap, Tower 2
E-13A-3A, No. 2 Jalan Kerinchi
Gerbang Kerinchi Lestari
59200 Kuala Lumpur, Malaysia
T: +60 19 2177 344

NEW YORK 紐約

202 Canal Street, Suite 303, 3/F.
New York, NY 10013, USA
T: +1 646 850 5888

1. Services and Fees for Removal of Director

Our fees for handling the removal of director of a private company registered in UK are GBP800 per person. The fees quoted above cover the following services in particular:

- (1) Review of Articles of Association of the subject company;
- (2) Preparation of Special Notice, Minutes of Directors' Meeting, Minutes of Shareholders' Meeting and forms for removal and resignation of director specified by to the Companies Registry;
- (3) Liaison with client regarding the location, date and time of shareholders' meeting;
- (4) Guiding client for the delivery of notice to parties entitled to attend the meetings, and;
- (5) Filing of the relevant form with Companies House.

Note:

- (1) Our fee quoted above does not include attending the shareholders' meeting for the removal of director;
- (2) Our fee quoted is applicable to cases where there is no dispute among shareholders. For complicated cases, an additional service fee of GBP100 per hour will be charged based on the actual circumstances for documents preparation and professional consultation.
- (3) Please note delivery charges are not included in the fees stated above.

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

In order to enable us to prepare the documents for removal of director, 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;
- (5) Authentication code for Companies House login;
- (6) A Copy of Passport and a recent address proof within 3 months of exiting director.

If Kaizen is acting as registered agent of your UK company, then you do not need to provide the documents in item (1) to (5).

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.

4. Procedures and Time Frame for Removal of director

Under normal circumstances, the removal of directors of a UK Company takes around 4 to 5 weeks. Please refer to table below for details:

Step	Description	Day
1	Client confirms with Kaizen of the engagement for removal of director, and at the same time deliver to Kaizen the materials listed in Section 3.	Client's schedule
2	Kaizen issues and send its invoice to client and client settles our invoice.	Client's schedule
3	Kaizen liaises with client on the grounds for removal of director, location and date and time of mode of shareholders' meeting.	Client's schedule
4	Kaizen prepares documents for the removal of director.	1
5	Client delivers notice of meeting to all parties eligible to attend the meeting.	1
6	Client holds the meeting and notifies Kaizen the results of the meeting.	28
7	Kaizen files the TM01 form with Companies House within 14 after passing an ordinary resolution at a general meeting	1
8	Kaizen delivers filed documents and minutes to client for retention purpose.	1
Total: 5 weeks up		

5. Documents to be Returned to Client after Processing

The following documents will be returned to client:

- (1) Special Notice for removal of director;
- (2) Minutes of Directors' Meeting and Minutes of Shareholders' Meeting;
- (3) Copy of the Form(s) filed to the Companies House;
- (4) Updated register of director

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:

Email: info@kaizencpa.com, enquiries@kaizencpa.com

Tel: +852 2341 1444

Mobile: +852 5616 4140, +86 152 1943 4614

WhatsApp/ Line/ Wechat: +852 5616 4140

Skype: kaizencpa