

UK Company Administration Transfer-in Procedures and Fees

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.

Under the United Kingdom Companies Act 2006, all UK limited companies must maintain a registered office address in the UK capable of receiving official correspondence. Kaizen assists clients in maintaining full ongoing compliance with UK legal and regulatory standards. We facilitate the provision of a registered office address and administer statutory filings to ensure your company adapts to ongoing regulatory changes.

Our fee for administering a UK company in good standing is GBP250. Our fee includes preparing and filing of confirmation statements to Companies House and updating and maintaining statutory registers.

While Kaizen's duties include advising on general secretarial matters, additional procedures such as the transfer of shares, changes of directors, increases in share capital, and the preparation of minutes are to be charged separately on a task-by-task basis.

For the purpose of transfer-in, clients need to provide us with the documents listed in section 4. It generally takes about 2 to 3 days to complete the transfer-in procedure.

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 case. We reserve the right to adjust pricing at any time without prior notice.

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1. UK Company Transfer-in Fee and Services

Our fee for administering of a UK company in good standing is GBP250. In particular, our fees include the following services:

- (1) Answering client's questions in respect of maintenance of a UK company;
- (2) Review of corporate documents of the UK company concerned;
- (3) Performing "Know Your Client" Due Diligence procedures, including verification of the identification document and residential address proof of the beneficial owner of the concerned UK company;
- (4) Filing of confirmation statements to the Companies House (if required); and
- (5) Filing of the transfer-in documents with Companies House for change of registered office (if required).

Note:

- (1) Our fees quoted above do not cover the government fee for filing of confirmation statement and registered office services.
- (2) Our fee quoted above does not cover courier charges.

2. Other Related Services and Fees

No.	Services	Fee (£)
1	Registered Office address, per annum (Note 1)	250
2	Statutory Fee to file a Confirmation Statement (Note 2)	50
3	Personal Code Registration (Note 3)	225

Note:

- (1) The registered office address of the UK company must be located at UK. Kaizen can provide an address to be used as the registered office for UK 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 Surrey. If you prefer other location or address, we may need to adjust our fees accordingly.

- (2) The statutory fee to file a confirmation statement is £50 if filed online, subject to change by Companies House.
- (3) Under the new legal requirement under the Economic Crime and Corporate Transparency Act 2023, any individual who is a director/member of a UK 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 unique to the individual rather than the company. If an individual holds multiple directorships or shares ownership, they only need to complete the verification process once and may use the same code across all associated companies.

3. Time of Billing and Payment Methods

Upon receipt of your confirmation of engagement, we will issue an invoice with wire instructions for your settlement. When initiating the transfer, please mark our invoice or account number in the message section of the remittance receipt and email a copy to us for our records. Due to the nature of our services, full payment in advance is required, and fees are non-refundable once service has commenced.

We currently only accept check, cash or TT and credit card payment through PayPal. If the invoice is settled by PayPal, an extra 5% service fee will be charged.

4. Materials Required

For the purpose of transfer-in, client will need to deliver to us the following materials:

- (1) Copy of Certificate of Incorporation and Articles of Association;
- (2) Copy of the latest Confirmation Statement;
- (3) Copy of statutory registers (if any);
- (4) Copy of latest financial statements and annual accounts, if applicable;
- (5) Copy of latest notice of assessment or correspondence from HM Revenue and Customs (HMRC), if applicable;
- (6) Companies House Authentication Code from Companies House;
- (7) Unique Taxpayer Reference Number (UTR) from HM Revenue and Customs (HMRC);
- (8) Personal Code for each director, member, or a Significant control (PSCs) of a UK registered company;
- (9) The copies of the passport and 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;
- (10) If shareholder is a legal person, please provide an organization chart certified by director;
- (11) 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); and
- (12) Filling the “KYC Questionnaires” 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 certification by Kaizen’s staff, notary offices, attorneys, accountants, or bank managers. You may visit our branches to complete the verification if needed.

5. Procedures and Time Frame

Normally, it takes around 3 to 4 days to complete the transfer-in. The table below shows the estimated time frame for each of the steps of the transfer-in process.

Step	Description	Working days (estimated)
1	Client confirms the order of administration transfer-in to Kaizen; Kaizen issues an invoice to client for payment.	1
2	Client provides the materials listed in Section 4 to Kaizen by email and at the same time settles Kaizen's invoice.	Client's Schedule
3	Client arranges to have the identification documents of the shareholder(s) and director(s) certified by Kaizen or other attesting officers.	Client's Schedule
4	Kaizen performs the compliance check and prepares the transfer-in documents.	1
5	Kaizen prepares the documents in relation to change of registered office (if applicable).	1
6	Client signs the relevant documents and returns them to Kaizen by email (if applicable).	Client's Schedule
7	Kaizen arranges to submit the documents with Companies House for change of registered office. (if applicable).	2
8	Kaizen provides the notice of change of registered office to the client. (if applicable).	1
9	Kaizen advises on the annual maintenance matter and provide a timetable for the client's records.	1
Total: 3 to 4 days		

6. Annual Maintenance

Each UK company limited by shares is required to submit a Confirmation Statement (formerly called "Annual Return") and Annual Accounts (also known as "Statutory Accounts") to Companies House at the end of its financial year, whether the company is active or dormant.

If the UK Company is carrying on a trade in goods or trade in Services in the UK, 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 **"UK Company Annual Compliance and Maintenance Guideline Note"** or please contact and consult our professional consultants.

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

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