

UK Company Registration 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.

Summary

Our fees for the registration of private company limited by shares in the United Kingdom is £750. The fees quoted include our professional registration service fee, registered office address in UK for one-year, local register agent service for one year and payment of official government fee. In short, the fees quoted included the fees necessary for the registration of UK company. For details, please refer to the Section 1 of this quotation.

For the purpose of registering a company registration in UK, you will need to provide the identification documents and proof of address of each shareholder and the proposed executive director, the proposed number of shares of the UK company, the address of the registered office (if provided by the client), and the main business scope and business models of UK companies. The required documents and materials are detailed in Section 5 of this quotation.

In general, the registration of the UK company takes around 3 to 5 business days (excluding the application time for the registration of the Value-added Tax Taxation Number for the UK company). The competent authority will conduct audits base on the business scope and the identity of the investors, and the company registration time shall be extended.

The fees quoted are applicable to the business which does not require an additional license or permit. If the business to be carried out by the UK company requires an extra license or permits, Kaizen can help apply for such license or permit and our fees will be quoted upon request.

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1. Registration Fee for the UK Limited Company

Our fees for handling the registration of a private company limited by shares with standard Articles of Association in UK are £750. In particular, our fees cover the following services:

- (1) UK Company Incorporation - Pre- & Post-Incorporation
 - (a) Answering your questions in respect of the registration and maintenance of a company in UK;
 - (b) Performing name availability search;
 - (c) Payment of official registration filing fee to relevant authorities;
 - (d) Drafting the standard of Memorandum of Association and Articles of Association;
 - (e) Preparation of incorporation documents and registration forms;
 - (f) Preparation of board resolution;
 - (g) Preparation of compliance corporate kit, including Company stamp, Share Certificate Book, Register of Members and Register of Director etc.

(2) Registered Office Address

The registered office address of the UK company must be located at UK. Kaizen will 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 do not include VAT registered address.

As stated above, the address we provide can be in London. If you prefer other location or address, we may need to adjust our fees accordingly.

Kaizen could receive and forward business letters and couriers on behalf of clients, Kaizen will charge for £300 annually (excluded the courier charges).

Note:

- (1) This package included the service fees, registered address service and the government registration fee. However, this package does not include the courier fee during the registration process of the applicant company, if any.

2. Optional Services

No.	Description of Service	Fee (£)
1	VAT Taxpayer registration (one off) (Note 1)	300
2	Mail forwarding (per annum) (Note 2)	300
3	Bank account opening introductory service (Note 3)	500
4	Notarization and legalization (Note 4)	TBA

Note:

- (1) Any business whose turnover exceeds (or will exceed) the VAT threshold of £90,000 in any 12 months period, not just the annual accounting period, must register for VAT and then account for it. Most goods and services are charged at the standard VAT of 20%. Businesses may choose to opt for voluntary VAT registration.

Alongside other filing requirements, VAT registered companies must then complete a quarterly VAT return to HMRC, which is now done online. This breaks down the amount of VAT due on sales and the amount of VAT reclaimable on company purchases, with the difference between these being the amount of VAT payable to HMRC.

The VAT return is due at the end of the month following the end of the quarter covered by the return.

- (2) For receipt of commercial mails, we will scan and email the mails received to you once a week. We could assist to forward business letters and couriers on behalf of clients at every month. Courier charges will be charged.
- (3) Kaizen will help you to open a online account for your UK company with Airwallex. Our services are limited to providing assistance, including preparation of certified incorporation documents as required by the bank, pre-screen of account application documents etc. Bank has the sole discretion to approve the application for opening an account.
- (4) Kaizen can arrange to have the registration documents of your UK company notarisation by Notary Public and legalisation by the consulate general and designed attesting officers in British. Our fees for these services will be quoted upon request.

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. Basic Structure for UK Limited Company

- (1) At least one shareholder and one director;
- (2) The shareholder could be a legal person or a natural person. There are no restrictions on the nationality of the shareholder;
- (3) The shareholder who is a natural person could act as a director, there are no restrictions on the nationality of the director;
- (4) Must have a registered address in UK;
- (5) There is no limit on the number of registered capital shares and issued shares. In general, the registered capital for a UK company is £100.

5. Required Documents and Materials

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

- (1) Please provide two to three English names for the UK Company. The company name must be ended with 'LIMITED' or 'LTD';
- (2) The copy 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 10% shares;
- (3) The copy of the passport and the address proof issued within 3 months of directors (For example, utility bill, telephone bill or bank statement);
- (4) If shareholder is a legal person, please provide an organization chart certified by director;
- (5) Filling the "KYC Questionnaires" and "UK Company Incorporation Order Form" 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 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. UK Company Registration Procedures and Timeframe

Under normal circumstances, the company name and the business scope do not need an extra license or permit, the whole process for company registration takes around 1 week. The table below details the procedures with time frame for the registration of a UK company.

Item	Procedure	Working Days (Estimated)
1	Client confirms to engage Kaizen to handle the formalities of UK company registration and the time same time, sends the materials stated in Section 5 to Kaizen by email.	Client's Schedule
2	Kaizen issues an invoice to client and client arranges payment of our service fees.	Client's Schedule
3	Kaizen arranges with client to verify the identification documents of the shareholder(s) and director(s).	Client's Schedule
4	Preliminary availability check of proposed company name. if available, Kaizen prepares company registration application documents and email them to client for signing.	1
5	Client signs off the registration application documents and return them to Kaizen by email.	Client's Schedule
6	Kaizen will file the incorporation documents with the Companies House.	1
7	The UK Companies House review the documents and if it finds everything in order, issues a Certificate of Incorporation.	1-2
8	Kaizen arranges company stamp.	2-3
9	Kaizen delivers company registration documents (and seal and stamp) to the client.	Client's Schedule
Total working days		1 week

7. Certificates and Documents to be returned to Client

After the registration process is completed, Kaizen will return the following documents and materials to client for retention and as proof that the company is duly registered:

- (1) Certificate of Incorporation issued by the UK Companies House;
- (2) Registration Form IN01 for registration of a UK company;
- (3) 4 standard copies of the Articles of Associations;
- (4) Issuing of Share Certificate;
- (5) A company signature stamp and company round stamp;
- (6) Documentary Register of Director, Register of Members and board resolution etc.;

The above documents are also available for pick up in any Kaizen offices. We can also courier the documents to any address designated by you.

8. Maintenance Fee

Each company (limited by shares) registered in UK are required to submit Confirmation Statement (Called “Annual Return”) with Annual Accounts (Called “Statutory Accounts”) to the Companies House at the end of your company’s financial year, no matter the company has operations or not.

If the UK Company 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.

In order to provide you with a clearer understanding of the cost to maintain a UK company, Kaizen lists out the maintenance costs incurred by a UK company each year in the following table. It shall be noted that the fees listed above are for reference only and the actual cost may be higher than listed.

Item	Services	Fee (£)	
	Basic Annual Maintenance		
1	Registered Office Address	Yearly	
2	Preparation of Annual General Meeting and Filing of Confirmation Statement	Yearly	
	Subtotal:		500
	Other Maintenance Services		
3	Preparation and Filing of Annual Accounts (Dormant)	Yearly	250
4	Preparation and filing of Corporation Tax Return (Dormant)	Yearly	250
5	Accounting and bookkeeping	Monthly	150 up
6	Preparation and filing of Corporation Tax Return (with computation)	Yearly	500 up
7	VAT Registration (Voluntarily)	One off	300
8	VAT Registration (Mandatory)	One off	300
9	Preparation and filing of VAT Return	Quarterly	150 up
10	Financial Statement Statutory Audit	Yearly	4,500 up
11	Preparation of unaudited financial statements	Yearly	2,000 up
12	PAYE Number registration	One off	300
13	Pension Scheme registration and change of Particulars of current staff	One off	200
14	Payroll processing	Monthly	60/head
15	Pension Scheme calculation and submission	Monthly	20/head
16	Processing the conversion of pension provider or payroll system	One off	100

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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