

4B - CORPORATE SERVICES

SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business.

1. RESPONSIBILITIES AND SCOPE FOR COMPANY SECRETARIAL SERVICES

- 1.1. A private limited liability partnership]is required to file its financial statements at Companies House within nine months of the year end. The company will be liable to a fine if it fails to do so. We accept no responsibility for fines or regulatory action taken against the directors if the statutory financial statements are not available for filing.
- 1.2. We have agreed to act as your agent, and to:
 - a) submit the financial statements to the Registrar of Companies;
- 1.3. You have agreed to complete all the returns which are required by law to be filed at Companies House, for example, the confirmation statement and the notification of changes in directors. We will, of course, be pleased to advise you on these and any other company secretarial matters, if requested.