



Service Brochure
2020 - 2021

Formations Direct

Formations Direct

Formations Direct have been providing company formation and company secretarial support services to accountants and solicitors for over 25 years. We offer a comprehensive and professional service and cover many specialist company types and structures.

Expertise

We are well respected in our industry and have extensive experience having incorporated in excess of 250,000 UK companies. Our qualified Company Secretarial team are highly knowledgeable and have practical experience in many complex areas, whilst remaining extremely competitive on price.

Efficiency

Our aim is to incorporate our clients' companies in the quickest possible timeframe and in a professional manner. Most companies are incorporated within 24 - 48 hours, subject to Companies House workloads.

Comprehensive Support

No matter how straightforward or complex your needs are, we can register a company to meet your requirements. After incorporation, our Company Secretarial team are on hand to provide guidance and drafting for structural changes and compliance issues.

We guarantee our clients a friendly and efficient service:

- Company Formations from £18.40
- Professional Secretarial Support Services
- No hidden costs
- Established over 25 Years
- Registered over 250,000 companies

Note

All prices are correct at the time of going to print and all prices exclude VAT.

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UK Company Formation

Private Companies Limited by Shares

Basic Pack (includes the below)	£18.40
<ul style="list-style-type: none"> • Emailed Certificate of Incorporation • Emailed Memorandum and Articles of Association 	
Basic Plus Pack (includes the below)	£37.60
<ul style="list-style-type: none"> • Emailed Certificate of Incorporation • Emailed Memorandum and Articles of Association • Printed Official Certificate of Incorporation 	
Popular Pack (includes the below)	£68.80
<ul style="list-style-type: none"> • Emailed Certificate of Incorporation • Emailed Memorandum and Articles of Association • Printed Official Certificate of Incorporation • 4 Bound Copies of the Memorandum and Articles of Association • Soft Bound Company Register • Articles with Pre-Emption Rights on Share Transfers 	
Advanced Pack* (includes the below)	£104.80
<ul style="list-style-type: none"> • Emailed Certificate of Incorporation • Emailed Memorandum and Articles of Association • Printed Official Certificate of Incorporation • 5 Bound Copies of the Memorandum and Articles of Association • Soft Bound Company Register • Optional Amendments to Articles / Bespoke Clauses • Articles with Pre-Emption Rights on Share Transfers • Articles include Compulsory Transfers, Good/Bad Leaver provisions and Drag & Tag clauses 	

Note

*If different classes of shares are required select the Advanced Pack.

Advanced Pack Bolt-Ons (add with no additional charge)	
Bolt on 1 – This removes the pre-emption rights on issue procedure from the Articles.	Free
Bolt on 2 – This is only relevant if the company has different share classes. The Bolt-on inserts tables into both the pre-emption right on issue and transfer clauses to allow for different classes to be offered around in different orders of priority.	Free

Optional Extras	
Pre-Emption Rights on Share Transfers (included in Popular and Advanced Pack only)	£20.00
Multiple Classes of Ordinary Shares (included in Advanced Pack only)	£50.00
Multiple Classes of Shares with Preference, Redemption or Conversion Rights (included in Advanced Pack only)	From £50.00
Enhanced Voting Rights for Directors upon their Proposed Removal	£20.00
Upgrade to Same-Day Incorporation	£14.40

Specialist Formations

Community Interest Companies (includes the below)	£240.00
<ul style="list-style-type: none"> • Printed Official Certificate of Incorporation • 5 Bound Copies of the Memorandum and Articles of Association • Loose Leaf Company Register 	
Limited Liability Partnerships (includes LLP Combined Register)	£116.80
<ul style="list-style-type: none"> • Limited Liability Partnership Agreement 	

Other Company Formations

Public Company Limited by Shares

£212.80

Private Company Limited by Guarantee

£173.00

Flat Management Company (Limited either by Shares or Guarantee)

£173.00

Right to Manage Company

£173.00

Address and Secretarial Services

Fees

Named Corporate Secretary	£120.00 per annum
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Full Secretarial Service	£120.00 per annum
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Registered Office Service	£120.00 per annum
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Mail Forwarding Service	£240.00 per annum
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Service Address Service	£59.50 per annum
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Service Details

Full Secretarial Service: We will be appointed as the Company Secretary and will file forms as and when instructed, including the Annual Confirmation Statement¹. We will maintain the Company's Statutory registers and will prepare paperwork for up to three transactions per year with regard to the appointment and removal of Directors and the issue and transfer of shares. We do not prepare resolutions or attend meetings. Services are paid for on an annual basis.

Registered Office Service: We will act as the registered office of the company and will forward governmental mail to your specified address. We do not forward any other mail with this service.

Mail Forwarding Service: The company may use our address for all correspondence and we will forward all mail to your specified address. We charge a ten pence handling fee for each item forwarded together with the Royal Mail postal charges.

Service Address Service: Our address may be used as the 'Service Address' for a director, shareholder or Person with Significant Control. We will forward all letters received that are addressed explicitly to the relevant officer, subject to our fair usage policy. Price is per officer per company.

¹Previously the Annual Return

Post Incorporation – Secretarial & Drafting

Change of Company Name	£80.00
With Adoption of Standard CA2006 Form Articles	Add £60.00
Same-Day Upgrade – Electronic	Add £75.00
Same-Day Upgrade – Hard Copy by Courier to Companies House London	Add £250.00
Same-Day Name Swap between 2 Companies – Hard Copy by Courier to Companies House London	£450.00
LLP Change of Name	£80.00
Same-Day Upgrade – Electronic	Add £75.00
Same-Day Upgrade – Hard Copy by Courier to Companies House London	Add £250.00
Same-Day Name Swap between 2 LLPs – Hard Copy by Courier to Companies House London	£450.00
Creation of Multiple Classes of Ordinary Shares (includes adoption of CA2006 Articles)	£225.00
Preference and/or Redeemable Shares	Add £75.00
Convertible Shares	Add £75.00
Employee Shares (shares that must be redeemed or transferred when the employment of the holder by the company ceases)	Add £75.00
Adoption of Companies Act 2006 Form Articles of Association	£150.00
Pre-Emption Right on Share Transfers	£50.00
Drag Along/Tag Along Rights	Add £50.00

Compulsory Share Transfers with Good Leaver/ Bad Leaver Provisions	Add £50.00
Reduction of Share Capital under the Solvency Statement Procedure	£350.00
Same-Day Upgrade	Add £100.00
Purchase of Own Shares from Capital	£500.00
Purchase of Own Shares from Distributable Reserves	£325.00
Rights Issue (cost may increase based on complexity of work)	From £200.00
Bonus Issue (cost may increase based on complexity of work and whether new CA2006 Articles required)	From £200.00
Call and Forfeiture of Partly Paid Shares	From £200.00
Consolidation/Subdivision of Shares	£175.00
Re-Registration of a Company (Private to Public, Public to Private, Limited to Unlimited, Unlimited to Limited or Public to Unlimited)	£375.00

Company Searches

UK Companies

Full Search	
With Accounts	£25.00
No Accounts	£23.00
Conveyancing Search	From £15.00

An Individual Document from the Company Register	£13.00
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Additional Documents from the Company Register	£2.00 each
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Officers of a Company	£5.00
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Winding Up Search (formerly, Companies Court Check)	£11.50
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Individuals

Directorships of a Person	£5.00
County Court Judgements	£50.00
International Companies	POA

Land Registry

Copy of a Property Register**£12.00****Copy of a Property Title Plan****£12.00****Copy of a set of Documents Referred to in the register (excluding Leases)****From £15.00****Copy of a Lease Held in Electronic Form****£25.00****Copy of a Lease not Held in Electronic Form****£50.00**

Company Restorations

Whether it is to recover frozen company assets (money in a company bank account, property, land etc.) or to continue trading with the limited company, we can take you through the process step by step. Our team are experienced and deliver a highly professional and cost-effective service. We do not believe in charging excessive fees for company restorations.

There are two routes to reinstate a dissolved company; if the company was dissolved voluntarily and it contains frozen assets, the only possible solution is a restoration by Court Order. If the company was dissolved as a result of not filing accounts or confirmation statements, and the company is to be restored in order to carry on trading, a quicker, cheaper solution (known as Administrative Restoration) is possible. However, if restoring via Administrative Restoration, all company filings will need to be brought up to date and any late filing penalties and filing fees paid.

Administrative Restorations

A company can be restored by administrative restoration if it was struck off by the Registrar of Companies whilst it was carrying on business. Typically, it would have been struck off for not filing its statutory documents on time.

To be eligible for administrative restoration you must have been a director or shareholder at the time the company was dissolved and the application must be made within six years of the date the company was dissolved.

The administrative restoration method usually takes 2-4 weeks to complete once all paperwork is correctly completed and filed. Compared to company restoration by court order, administrative restoration is a quicker and cheaper method if eligible.

Item	
Companies House Fees	£100.00
Legal Fees	£64.00
Our fee 210 + VAT	£252.00

Court Order Restorations

There are many reasons for restoring your company by Court Order. The most common reason is to recover assets that belonged to your company; company assets (i.e. property and cash) of a dissolved company are passed to the Crown as 'bona vacantia' (ownerless goods). The company restoration process can take up to 4 months, dependent on the Courts.

Only companies that have been dissolved within the last six years may apply for restoration to the Register (s. 1030 Companies Act 2006). If a company has been dissolved for more than six years it unfortunately cannot be restored. The only exception to this is where a company is being restored in order to pursue a personal injury claim.

Item	
Companies House Fees	£300.00
Court Fees	£280.00
Our fees £480 + VAT	From £576.00

E-filing and E-administration

Vectis Online Company Secretarial Software

Prices for Vectis online company secretarial software and electronic company register are based on usage and the more companies you administer with it, the cheaper it becomes.

Number of Companies	Cost per Company
1 - 5	£7.75
6 - 20	£7.25
21 - 50	£6.25
51 - 100	£5.25
101+	POA

Note

Licences must be paid for together in advance to benefit from above discounts.

Electronic Identity Verification Checks

Electronic Identity Verification checks are increasingly being used as the preferred method of verifying the identity of individuals as part of a firm's obligations under UK Anti-Money Laundering (AML) legislation. Our AML solution includes electronic identity verification checks, as well as risk profiling and a fully GDPR compliant identity document management system.

Number of Credits	Cost per Credit
1	£10.83
5	£9.17
10	£8.33
25	£7.50
50	£5
100	£3.33
150+	By negotiation

Notes

- We are only able to electronically verify the identity of UK resident individuals.
- Search Credits do not expire.
- Our electronic identity verification checks are subject to Formations Direct [Terms and Conditions](#) of service.
- All clients performing identity verification checks are required to be registered with the ICO as a data processor.

Contact Us

If you have any questions about this brochure, please get in touch with one of our experts in one of the following ways:

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