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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 £900. The fees quoted include our professional registration service fee, registered office address in UK for one year, local register agent service for one year with 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 5 to 7 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.

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 £900. In particular, our fees cover the following services:

- (1) UK Company Incorporation - Pre- & Post-Incorporation
 - (a) Performing name availability search;
 - (b) Payment of official registration filing fee to relevant authorities;
 - (c) Drafting the Memorandum of Association and Articles of Association;
 - (d) Preparation of incorporation documents and registration forms;
 - (e) Preparation of board resolution;
 - (f) Preparation of compliance corporate kit, including corporate common seal, 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 a located at UK. Kaizen will provide an address to be used as the registered office for UK company for one year. Kaizen could receive and forward letters and couriers on behalf of clients, Kaizen will charge for £500 annually (excluded the courier charges).

Note: 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	Acting as Company Secretary (per annum)	300
2	Acting as Tax Representative (Agent) for purpose of VAT Registration (per annum)	250
3	VAT Taxpayer registration (one off)	300
4	Mail forwarding (per annum)	500
5	Bank account opening introductory service (Note 1)	600
6	CPA certification (per set of documents)	100
7	Notarisation and legalisation	TBA

Note 1: Our bank account opening introductory services are limited to liaison between you and the bank regarding the requirements and documents required, prepare some of the documents required by the bank and making arrangement with the bank officer for you to meet with them to open the bank account.

3. Payment Term and Payment Methods

Upon received the order form for the registration of the UK Company, Kaizen will require full payment in advance. Kaizen currently accepts Hong Kong Dollar check, cash or TT and credit card through PayPal.

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. If payment is made by PayPal, an additional 5% of handling fee 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 business 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. 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 5 to 7 days. The table below shows the procedures with time frame for the registration of a UK company.

Item	Procedure	Days (estimated)
1	Clients could mail out the required documents and materials stated in Section 6 by using E-mail, fax or mail, the courier fee shall responsible by clients.	Client's Schedule
2	Preliminary check of company name	1
3	Kaizen prepare for the company registration documents for clients to review and sign on the documents.	2-3
4	Once received the documents signed by clients, the company registration documents will submit to the UK Companies House.	4-5
5	Preparation for the company registration documents such as Articles of Associations, Register of Director and Register of Members.	1
6	Apply for the VAT taxation number from Corporation Tax with HM Revenue and Customs (HMRC) in UK	20-25
7	Kaizen will pass the company registration documents to the clients.	Client's Schedule
Total working days		3-4 weeks

6. Required Documents and Materials

- (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 documents by the UK Company shareholders (For example, utility bill, telephone bill or bank statement); if the shareholder is a legal person, the company registration certificate and other company documents shall be provided by the legal person;
- (3) The copy of the passport and the latest address proof documents by the UK Company directors (For example, utility bill, telephone bill or bank statement);
- (4) The capital registered for the UK Company. Unless otherwise stated, Kaizen will set the registered capital at £100;
- (5) The business scope of UK Company (Principle business activity);
- (6) Filling the "KYC Questionnaires" and "Oversea Company Incorporation Order Form" provided by Kaizen.

The identification documents and address proof documents of the UK Company shareholders and directors are subject to certify by Kaizen's staff, notary offices, attorneys, accountants or bank managers.

7. Certificates and Documents to be returned to Client

After the registration process is completed, Kaizen will return the following documents and materials to you for your 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) A Share Certificate book;
- (5) A company signature stamp, a company round stamp and a common seal;
- (6) Documentary Register of Director, Register of Members and board resolution etc.;
- (7) The VAT taxation number of the UK company.

8. Annual 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.

Item	Description	Fees (£)
Annual Renewal Service Fee		
1	Annual Renewal Services fee, including annual register office address services with filing of Confirmation Statement	700
	Total	700
Tax Declaration, Accounting and Bookkeeping Service Fee		
2	Accounting and bookkeeping fee (£50 per month)	600+
3	VAT Taxpayer registration (one-off)	250
4	Acting as Tax Representative (Tax Agent) for the purpose of VAT reporting (per annum)	200
5	Handling the VAT Return (per quarter)	300+
6	Preparation for the Annual Audit Report (Optional) (For the sales amount more than 1 million and employee more than 50 persons, is necessary to declare for the annual audit report)	1,000+
7	Preparation and filing of Corporate Income Tax Return	400+

It shall be noted that the fees listed above are for reference only and the actual cost may be higher than listed.

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:

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