

SCHEDULE T
CORPORATE AND CONSULTANCY SERVICES

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

SCHEDULE OF SERVICES

1. CORPORATE SERVICES

1.1 Company Secretarial

1.1.1 A private company/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.

1.1.2 We have agreed to act as your agent, and to:

- a) submit the financial statements to the Registrar of Companies;*
- b) complete and submit the company's confirmation statement;
- c) complete and submit any other forms which are required by law to be filed at Companies House, provided that you keep us fully informed of any relevant changes or events which are required to be notified to Companies House, within one week of the change or event;*
- and
- d) maintain the statutory books.*

*** as appropriate**

1.1.3 **Where appropriate,** 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.

2. CONSULTANCY SERVICES

2.1 Further assistance we can provide

2.1.1 There are many other areas in which we can be of assistance, and we will be pleased to discuss any matters with you. These other services include:

- a) reports in support of returns or claims, eg, insurance company certificates, government grants, etc;*
- b) advice on financial matters;*
- c) management accounting, including such matters as cash flow statements, costing systems, etc, and advice on management;*
- d) advice on the selection and implementation of computer systems;*
- e) investigations for special purposes, eg, acquisitions of other businesses or examination of specific aspects of your business;* and
- f) advice on the selection and recruitment of staff.*

*** as appropriate**