

TWP ACCOUNTING LLP: COMPANY SECRETARIAL SERVICES

This schedule should be read in conjunction with the engagement letter, other services schedules and our standard terms and conditions. The schedule sets out the basis on which we have agreed to act as your agent in relation to Company Secretarial matters.

1 COMPANY SECRETARIAL

1.1 We have agreed to undertake the following on your behalf:

- Complete and submit the company's annual confirmation statement to Companies House. You authorise us to submit this electronically using your company's unique authentication code.
- File the company's financial statements to Companies House.
- Complete and submit any other forms 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 10 days of the change or event.
- Call Meetings and issue Minutes as required.
- Prepare and issue dividend vouchers to shareholders

1.3 We will also act as the Company's Registered Office and submit or file an electronic notification of the location of the registered office to Companies House. All post that is sent to the Registered Office will be forwarded on to the Directors on a prompt and regular basis.

2 YOUR RESPONSIBILITIES

2.1 You are legally responsible for:

- Ensuring that details of changes or events that are required by law to be filed at Companies House: it is essential that we as your agent are supplied with all relevant information;
- filing any forms and returns in a timely manner;
- maintaining and updating the company's registers and the register of Persons of Significant Control (PSC)

Penalties and fines to the late filing of information to Companies House can be levied.

2.2 To enable us to carry out our work you agree:

- to provide full information necessary for dealing with your affairs: we will rely on the information and documents being true, correct and complete and will not audit the information or those documents;
- to provide us with information in sufficient time for the relevant forms to be completed and submitted to Companies House.

2.3 You will keep us informed of changes and events in your company's statutory information, including changes in directors, shareholders etc. that require notification to Companies House. If you are unsure whether the change needs to be notified to Companies House, please let us know so we can advise you.

3 DATA PROTECTION

- 3.1 We are committed to ensuring the protection of the privacy and security of any personal data which we process. Your attention is drawn to paragraph 21 of our standard terms and conditions of business which details how we treat personal data received by us in the provision of our services during our engagement with you.

4 LIMITATION OF LIABILITY

- 4.1 Our services as set out above are subject to the limitations on our liability set out in the engagement letter and in paragraph 13 of our standard terms and conditions of business. These are important provisions which you should read and consider carefully.