

## **Appendix 4a – Appendix of professional services supplied by SMB Professional Services Ltd**

### **COMPANY SECRETARIAL WORK – PRIVATE LIMITED COMPANY**

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The purpose of this Appendix is to set out the basis on which we act as your accountant regarding company secretarial work and your responsibilities. If we undertake the preparation of your annual financial statements then such work will be covered in a separate appendix.

We will communicate with the person who has signed the Letter of Engagement in relation to this assignment having agreed with you that they will represent you.

**This is a continuing engagement and this Appendix replaces our previous Letter of Engagement**

**Please note that failure to keep your company's People with Significant Control (PSC) Register up to date at Companies House can render directors with fines and custodial sentences of up to two years' imprisonment.**

#### **1. Your responsibilities**

- 1.1 You are required to file your financial statements at Companies House within nine months of the period end. Failure to do so will make the company liable for a fine.
- 1.2 In order to avoid this, we will produce statutory financial statements, suitable for filing, within the required period, provided all your records are complete and presented to us within four months of the year end, and all subsequent queries are promptly and satisfactorily answered. We accept no responsibility for fines or regulatory action taken against the directors where the statutory financial statements are not available for filing.
- 1.3 To keep us fully informed of any relevant changes or events which are required to be notified to Companies House (including information regarding PSCs), within one week of the change or event.
- 1.3 To review the information held at Companies House annually to ensure that it is correct, prior to the annual confirmation statement being prepared and submitted.

#### **2. Our responsibilities**

- 2.1 We will produce statutory financial statements, suitable for filing, within the required period, provided you meet the conditions outlined in paragraph 1.1.
- 2.2 We have agreed to act as your agent and subject to you fulfilling your duties as noted in section 1 above to:
  - submit the financial statements to the Registrar of Companies;
  - complete and submit the annual confirmation statement;
  - complete and submit any other forms required by law to be filed at Companies House; and
  - maintain the statutory books.