

## SERVICE LEVEL AGREEMENT

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### COMPANY SECRETARIAT SERVICE

This service is offered on an annual fixed price basis and incorporates:-

- Provide a registered company address
- Companies House monitoring of company's statutory obligations
- Annual Confirmation Statements, annual accounts return and other statutory notifications to Companies House
- Maintaining statutory books such as the Company Register and statutory PSC Register
- Manage Share allotments and transfers
- Secure holding of Company statutory records
- Manage statutory filings of directors and officer registrations and resignations
- Circulate Notices convening Annual General Meetings, Extraordinary General Meetings, as required, together with Proxy Forms and Nomination forms, if appropriate.
- Arrange AGM venue (*but not including the cost of the venue*)