

## **LAMBERT CHAPMAN LLP**

### **Limited company: Company Secretarial Services Last revised 4 April 2018**

We are bound by the ethical guidelines of The Institute of Chartered Accountants in England & Wales and accept instructions to act for you on the basis that we will act in accordance with those ethical guidelines.

We have agreed to act as your agent and to:

#### **File the Annual Confirmation Statement (CS01)**

1. We will complete and submit the confirmation statement (CS01).
2. We will prepare the confirmation statement based on information available and provided to us.
3. We will then send you your confirmation statement for you to approve and it will then be submitted to Companies House. You authorise us to file the return electronically.

#### **Other Statutory Work as required**

We will complete and submit any other forms and documents 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. You authorise us to file this information electronically.