



## Fee schedule

### Corporate statutory representation services

#### Initial fee

Minimum fee £1,600

We charge an initial fee based upon the nature of the work and the time-spent to accept the business and to obtain the essential due diligence documentation. This fee covers the cost of incorporating or establishing a company or other entity; but not any third-party legal or advisory fees. Additional fees may apply where the entity is established outside Guernsey.

#### Annual fee

Minimum fee £2,500

The annual fee is a fixed retainer charge. If additional services are required, such as the provision of directors, a company secretary or management and administration services, additional fees may be charged. Additional fees are agreed on an individual basis based on the specific service required. Administrative duties beyond the maintenance of statutory records and submission of the filings and returns are normally charged on a time-spent basis.

#### Termination or transfer fee

Minimum fee £1,000

In the event that the business is terminated or transferred to another service provider a fee will be charged on a time-spent basis subject to a minimum of £1,000.

#### Time-spent charges

Where fees are charged on a time-spent basis the hourly rate applied is determined by the nature and complexity of the work performed. Details of the charge-out rates are contained in a separate schedule. Rates presently range from £100 per hour, for secretarial and administrative duties, to over £300 per hour, where specialist or professional training and knowledge is required.

#### Other charges and expenses

All expenses, third party charges and other disbursements are charged in addition to the Initial, Annual and Termination or transfer fees. Such expenses may include telephone, postage, courier and other communication charges, bank charges, statutory and agent fees, government fees and taxes. Where it is necessary to attend meetings outside our offices, fees may be charged and calculated on the time-spent plus the cost of any travel, accommodation and related expenses.

#### Invoices and payment

Annual responsibility and retainer fees are charged each year in January; while time-spent charges are charged in annually in arrears. Invoices may be issued more frequently where substantial time charges or disbursements and expenses have been incurred. Fees paid in advance will not normally be refunded on termination or transfer of the business.

This fee schedule applies to Cogent Limited, its subsidiaries and associated companies and should be read in conjunction with our Terms and Conditions.

30 August 2017