

Flat Management Co. Accounts Limited

REGISTRATION AND TERMS OF BUSINESS

(a) Flat Management Co. Accounts Limited is principally an Accounts Administration Postal Service to enable Flat Management Companies to economically comply with the requirements of the Companies Acts and does not include professional advice on the Law relating to the Accounts or Management of the property.
We do not carry out audits or certify statements under the Provisions of the Landlord and Tenants Act.

(b) The pricing of the service is on the basis that: -

- i. You satisfactorily complete the Annual Summary of Receipts and Payments provided, together with other details requested on the standard form.
- ii. Payment of the agreed fee is made on return of the signed Accounts for submission to Companies House. On receipt of payment we will file the Accounts and provide copies for each owner, and if appropriate deal with the Inland Revenue. We require you to ensure that copies of any reminders or correspondence with either Companies House or the Inland Revenue are sent to us on a timely basis.
- iii. Information is provided in a timely fashion so as not to incur additional work, or late filing penalties with Companies House.
- iv. Should additional work be required as a direct result of the Clients failure to provide the necessary information, we reserve the right to make a charge based on our prevailing rates.
- v. We will quote for any additional work in advance

(c) Completion of the Registration Form does not constitute a Contract until the initial appraisal of the company's affairs has been conducted.

(d) Where the client has an existing Professional Advisor, we are obliged to contact them for professional reasons and you should inform them of the change.

(e) With prior notice, we reserve the sole right to modify these Terms of Business at any time and for whatever reason.

(f) If you have any questions or concerns please raise those matters with Peter Smith in the first instance. However, if you raise any concerns which can not be addressed to your satisfaction you have the right to take that issue up with the Institute of Chartered Accountants in England & Wales of which Peter Smith is a member.

I have read and accept the Terms of Business on behalf of the company.

I enclose a copy of the Memorandum and Articles of Association, together with a copy of the last Accounts prepared and I confirm that I wish you to act in the preparation of the Company's Accounts.

Signed: _____

Name (IN BLOCK CAPITALS) _____
Company name: _____

Correspondence Address: _____

Daytime Telephone Number: _____

Company Number: _____

Company Year End: _____

Our Letter Reference: _____