

INCORPORATION OF A PRIVATE LIMITED COMPANY

For attending to all the formalities from name approval to incorporation and supplying the following:

1. Certificate of Incorporation (Laminated)
2. 10 Copies of Article of Association.
3. 01 Emboss Seal (Stainless Steel).
4. 01 Pre Ink Stamp.
5. 01 Copy of Form 01 Certified by RC.
6. Obtaining of Tax Identification Number
Publish:
7. Gazette Notification.
8. 03 Paper Advertisements' for Sinhala, English and Tamil News Papers.
(On Daily News, Dinamina&Virakesari)
And Act as
9. Corporate Secretaries for 15 Months from Date of Incorporation

Total RC Charges, Expenses
& Fees for rendering Professional Service (For 2 Directors):

(Each Additional Director Rs3500/-)

Rs. 82,000/-

*Rate is Valid only for 20 days from the date of issue

Attending to Incorporation of Companies with 30% or
More Foreign Share Holding

USD 2000/-

- Assisting to **Open the Bank Accounts in Sri Lanka (ON REQUEST)**

-
- Incorporation of Public Limited Company and
Company Limited by Guarantee (up to 2 Directors)
*Each Additional Director – Rs. 3500/-

Rs. 150,000/-

- Registration of Overseas Company (up to 2 Directors)
 - Liaisons Office
 - Branch Office (USD 200,000 Deposit)

USD 2000/-

CORPORATE SECRETARIAL SERVICE

Fees

Annual Retainer for 01 Year (12 Months)	Rs. 30,000.00
Preparation of Relevant Materials	Rs. 5,000.00 (Per Job)

- For the Change of Company Details
 - Change of Company Directors
 - Resignation Letters
 - Board Resolutions
 - Registrar of Companies Forms (F20/F18 & F19)
 - Any Other Letters or Forms
 - Submitting to Registrar of Companies & Application of Certified Copies
 - Change of Company Registered Address
 - Request Letters
 - Board Resolution
 - Registrar of Companies Forms (F13)
 - Submitting to Registrar of Companies & Application of Certified Copies
 - Share Issue or Share Transfer
 - Share Issue & Share Transfer Forms
 - Agreements (Share Purchase or Any Other)
 - Resolutions and Minutes
 - Registrar of Companies Forms (F6)
 - Submitting to Registrar of Companies & Application of Certified Copies
 - Change of Company Records
 - Request Letters
 - Board Resolutions
 - Registrar of Companies Forms (F14)
 - Any Other Letters or Forms
 - Submitting to Registrar of Companies & Application of Certified Copies
- Change of Company Name **Rs. 40,000/-**
- Change of Status of the Company **Rs. 40,000/-**

Disbursement Expenses

Registrar of Companies Charges, Stamp Duties or Any Other Charge as Applicable
Travelling, Stationery, Postage & Other as Applicable

***Valid only for 20 Days from the date of Issue.**