

GUARANTEED LIMITED & ASSOCIATION INCORPORATION

SECTION 32 & SECTION 34 COMPANIES

Detail	Government Fees Incl. 12% VAT	Agency Fees E-Law Solutions
GUARANTEED LIMITED – SECTION 32		
Name Reservation	LKR 3,068	—
Form 5	LKR 46,728	—
Certified Copy – Form 5	LKR 1,534	—
Form 18 – Consent of Director	LKR 3,068	—
Form 19 – Consent of Secretary	LKR 3,068	—
Article of Association	LKR 3,068	—
Certified Copy – Article of Association	LKR 1,534	—
Incorporation Cost – Credit Card Convenience Fee	LKR 1,500	—
Paper Notice & Gazette	LKR 0	—
BO 05 – Authorized Person (Government Fee)	LKR 2,714	—
BO 01 – Beneficial Ownership at Incorporation (Government Fee)	LKR 2,714	—
E-Law Solutions Secretarial Fee (includes all services listed below)	—	LKR 70,000
BO 05 – Appointment of Authorized Person (Agency Fee)	—	LKR 2,500
BO 01 – Beneficial Owner Filing (Natural Person)	—	LKR 5,000
Pre-Ink Seal – Director	—	LKR 1,300
Pre-Ink Seal – Company	—	LKR 1,600
Sub-Total	LKR 68,996	LKR 80,400
Basic Cost – Guaranteed Limited		LKR 149,396
ASSOCIATION – SECTION 34		
Name Reservation	LKR 3,068	—
Form 5	LKR 46,728	—
Certified Copy – Form 5	LKR 1,534	—
Form 18 – Consent of Director	LKR 3,068	—
Form 19 – Consent of Secretary	LKR 3,068	—
Article of Association	LKR 3,068	—
Certified Copy – Article of Association	LKR 1,534	—
Incorporation Cost – Credit Card Convenience Fee	LKR 1,500	—
Paper Notice & Gazette	LKR 12,500	—
BO 05 – Authorized Person (Government Fee)	LKR 2,714	—
BO 01 – Beneficial Ownership at Incorporation (Government Fee)	LKR 2,714	—
E-Law Solutions Secretarial Fee (includes all services listed below)	—	LKR 80,000
BO 05 – Appointment of Authorized Person (Agency Fee)	—	LKR 2,500
BO 01 – Beneficial Owner Filing (Natural Person)	—	LKR 5,000
Pre-Ink Seal – Director	—	LKR 1,300
Pre-Ink Seal – Company	—	LKR 1,600
Sub-Total	LKR 81,496	LKR 90,400
Basic Cost – Association		LKR 171,896

INCLUDED IN THE INCORPORATION SERVICE

- ✓ Documentation on Company Incorporation
- ✓ Legal Advice for Company Registration
- ✓ Annual Retainer Service (1st Year)
- ✓ Maintaining Minute Book
- ✓ Delegated Secretary
- ✓ Post-Incorporation Secretarial & Legal Compliance Advice
- ✓ Drafting Customized Objectives for Company
- ✓ E-Law Solutions Secretarial Fee – 2 Sets Form 5, BR Certificate & AoA – Certified True Copies

Please note: Incorporation takes approximately **20 working days** from the date of document submission.

ADDITIONAL DIRECTOR, MEMBER & INSTITUTIONAL FEES

Additional Local Director Fee (per Director)	LKR 4,500
Additional Foreign Director Fee (per Director)	LKR 12,000
Local Member (per Member)	LKR 3,500
Foreign Member (per Member)	LKR 8,000
Local Institutional Member (per Member)	LKR 10,000
Foreign Institutional Member (per Member)	LKR 15,000

BANK DETAILS

Bank **Sampath Bank**
Account Name **E-Law Solutions (Pvt) Ltd**
Account No. **120014009978**
Branch **Kiribathgoda Super**

Please use your company name as the reference when making payment.

SECRETARIAL & COMPLIANCE SERVICES

ANNUAL RETAINER · PASSING OF RESOLUTION · TAX REGISTRATION

1 SECRETARY ANNUAL RETAINER FEE

Service	Government Fees	Agency Fee
Guaranteed Limited – Section 32 / Association – Section 34	—	LKR 30,000
Form 15 Filing (Complimentary Fee)	LKR 9,322	—
BO 04 Filing (with Annual Return Filing – if all Shareholders are Natural Persons)	LKR 2,761	LKR 5,000
BO 04 Filing (with Annual Return Filing – if any Shareholder is a Company)	LKR 2,761	LKR 10,000
Certified Copy	LKR 1,534	—
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 185	—
Sub-Total (Natural Person Shareholders)	LKR 13,756	LKR 35,000
Total Payable (Government + Agency Fees)		LKR 48,802

2 PASSING OF RESOLUTION

Service	Agency Fee
Circular Resolution	LKR 4,500
PHYSICALLY ATTENDING MEETINGS	
Colombo	LKR 8,500
Out of Colombo	LKR 12,500
Virtual Meetings	LKR 6,500
DURATION FOR RESOLUTIONS	
Regular	LKR 4,500

INCLUDED SERVICES IN PASSING RESOLUTION

- ✓ Board Meeting – Notice and the Agenda will be Sent
- ✓ All Board Meetings Minutes will be Emailed

3 TAX REGISTRATION

Service	Agency Fee
Obtaining a Tax Identification Number (TIN) and Handing Over Two Sets of True Copies to the Client	LKR 8,500

4 CHANGE IN DIRECTOR/SECRETARY

Service	Government Fees	Agency Fees
Change in Director/Secretary or Change of Details of the Existing Director/Secretary	—	LKR 8,500
Director/Secretary Appointment or Change – Filing Form 18/19/20 (ROC)	LKR 3,068	—
Certified Copy	LKR 1,534	—
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 78	—

INCLUDED SERVICES

- ✓ Arrange Board Meeting (Notice and Agenda)
- ✓ Resignation Letters (If Any)
- ✓ Board Resolutions
- ✓ Minutes of the Meeting will be Emailed
- ✓ Registrar of Companies Form 18/19 with Form 20
- ✓ Any Other Letters or Forms (If Any)
- ✓ Preparation of Materials, Submission to ROC & Collection of Certified Copies
- ✓ True Copy of the Same will be Handed Over to the Client
- ✓ Maintaining a Scanned Copy of the Certified Copy

SECRETARIAL & COMPLIANCE SERVICES

CHANGE OF COMPANY REGISTERED ADDRESS

5 CHANGE OF COMPANY REGISTERED ADDRESS

Service	Government Fees	Agency Fees
Form 13 Filing	LKR 3,068	LKR 8,500
BO 06 Filing (Change of the Location of BO)	LKR 2,761	LKR 2,500
Certified Copy	LKR 1,534	—
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 78	—

INCLUDED SERVICES

- ✓ Arrange Board Meeting (Notice and Agenda)
- ✓ Board Resolutions
- ✓ Minutes of the Meeting will be Emailed
- ✓ Registrar of Companies Form 13
- ✓ Any Other Letters or Forms (If Any)
- ✓ Preparation of Materials, Submission to ROC & Collection of Certified Copies
- ✓ True Copy of the Same will be Handed Over to the Client
- ✓ Maintaining a Scanned Copy of the Certified Copy

6 CHANGE OF COMPANY ARTICLES OF ASSOCIATION

Service	Government Fees	Agency Fee
Change of Company Articles of Association	—	LKR 12,500
Filing Form 39 (ROC)	LKR 3,068	—
Certified Copy	LKR 1,534	—
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 78	—

INCLUDED SERVICES

- ✓ Arrange Special Board Meeting (Notice and Agenda)
- ✓ Special Board Resolutions
- ✓ Minutes of the Meeting will be Emailed
- ✓ Registrar of Companies Form 39
- ✓ Any Other Letters or Forms (If Any)
- ✓ Preparation of Materials, Submission to ROC & Collection of Certified Copies
- ✓ True Copy of the Same will be Handed Over to the Client
- ✓ Maintaining a Scanned Copy of the Certified Copy

7 CHANGE OF COMPANY RECORDS

Service	Agency Fee
Change of Company Records	LKR 8,500
Certified Copy	LKR 1,534

INCLUDED SERVICES

- ✓ Arrange Special Board Meeting (Notice and Agenda)
- ✓ Special Board Resolutions
- ✓ Minutes of the Meeting will be Emailed
- ✓ Registrar of Companies Form 14
- ✓ Any Other Letters or Forms (If Any)
- ✓ Preparation of Materials, Submission to ROC & Collection of Certified Copies
- ✓ True Copy of the Same will be Handed Over to the Client
- ✓ Maintaining a Scanned Copy of the Certified Copy

8 OTHER JOBS

Service	Agency Fee
Application and Collection of Certified Copy from Registrar of Companies (Per Job)	LKR 2,500
Registrar of Companies File Search and Report (Per Job)	LKR 8,500
Correction of Documents Filed at Registrar of Companies (Per Job)	LKR 8,500