



eSecretary

COMPANY INCORPORATION

Local Shareholders & Directors

Unlike conventional secretarial firms, our unique lawtech model combines remarkable legal capabilities with an unrivalled multi-disciplinary skill set across business and communications. We promise service from an elite team of experts ensuring to precisely engage the right professionals for every matter.

CORPORATE SECRETARIAL

We simplify your Company Incorporation and support your secretarial work. Our establishment E-Law Solutions (Pvt) Ltd function as the corporate secretaries. Our secretarial arm works closely with our clients to provide expert secretarial service preserving a great degree of professionalism in delivering work.

The duty of the Company Secretary is to ensure that the company complies with the Companies Act, the Articles of Association, and other statutory requirements.

COMPANY SECRETARIAL AREAS

The Company Secretarial arm, provides all secretarial services including annual statutory and regulatory compliances required by the companies under the Companies Act.

BUSINESS REGISTRATION PROCESS



Reserving Business Name

Finding and reserving a name for your business from Registrar Of Companies (ROC).

www.eroc.drc.gov.lk

Submitting Documents

Submitting the following documents.

- Form 1 - summary of the detail of stakeholders in the company
- Form 18 - Consent of the director
- Form 19 - Consent of the secretary



Submit Article of Association

According to the company's act No 7 or 2007 all companies should have Article of Association which include the following.

- Objects of the new company.
- Rights and obligations of the company's shareholders.
- Companies management and administration.

Company Incorporated

Your business has been incorporated.



Give Public Notice of Incorporation

Notice of business incorporation specifying the name, registration number, incorporation date, address.

Opening Bank Account under Business Name & Applying for TAX Identification Certificate



COMPANY INCORPORATION

Cost valid until 30th September 2024

PROFESSIONAL FEE

Local Shareholders & Directors

		Packages	
Detail	Cost	Standard	Premium
Name Reservation	LKR 2,714	✓	✓
Form 1	LKR 5,428	✓	✓
Certified Copy - Form 1	LKR 1,357	✓	✓
Form 18 - Consent of Director	LKR 2,714	✓	✓
Form 19 - Consent of Secretary	LKR 2,714	✓	✓
Article of Association	LKR 2,714	✓	✓
Certified Copy - Article of Association	LKR 1,357	✓	✓
Incorporation Cost - Credit Card Convenience Fee	LKR 400	✓	✓
Paper Notice and Gazette	LKR 0	✓	✓
Government Charges with 15% VAT	LKR 19,398		
Documentation on Company Incorporation		✓	✓
Legal Advice for Company Registration		✓	✓
Annual Retainer Service		1 Year	1 Year
Maintaining Minute Book		✓	✓
Share Issue Board Resolution		✓	✓
Appointment of Auditor Resolution		✓	✓
E-Law Solutions Secretarial Fee			
<ul style="list-style-type: none"> Form1 - Certified True Copy BR Certificate - Certified True Copy Article of Association - Certified True Copy 		1 Sets	2 Sets
Expedited Service		21 Days	14 Days
Total cost for Standard Package		LKR 39,398	
Pre-Ink Seal - Director	LKR 1,350	✗	✓
Pre-Ink Seal - Company	LKR 1,600	✗	✓
Bank Account Resolution (One Bank)	LKR 2,750	✗	✓
Issue Share Certificates		✗	✓
Delegated Secretary		✗	✓
Post Incorporation - Secretarial related legal advice and legal Compliance Advice		✗	✓
Drafting Customized Objectives for Company		✗	✓
TIN (Tax Identification Number) Registration and 2 certified copies		✗	✓
Total cost for Premium Package			LKR 52,348
Additional Director Fee (Per Director)	LKR 4,000	✗	✗
Shareholder (If shareholder is a company)	LKR 3,000	✗	✗
Shareholder other than the Director	LKR 1,000	✗	✗

BANK DETAILS

Sampth Bank MS E-LAW SOLUTIONS (PVT) LTD

Account No : 120014009978

Branch : Kiribathgoda Super

Put your company Name as a reference when you make payment.

PROFESSIONAL FEES

Cost valid until 30th September 2024

Local Shareholders & Directors

Passing of Resolution	
Board Meeting – Notice and the Agenda will be sent	✓
Circular Resolution or Virtual Board Meeting	✓
Physically Attending Meetings	
Colombo	LKR 10,000
Out of Colombo (T & C Apply) ¹	LKR 12,500 - 15,000
Board Meeting Via Google Hangout or at E-Law Solutions (Pvt) Ltd	✓
All board meetings minutes will be emailed	✓
Duration for Resolutions	
Regular (7 working days)	LKR 2,750
Urgent (4 Working Days)	LKR 4,500
Very Urgent (1-2 Workings Days)	LKR 7,500

Secretary Annual Retainer Fee	
Standard (Regular Service with 7-10 working days)	LKR 15,000
Premium (Priority service with 1-3 working days)	LKR 18,000
Includes agency fee for filling Form 15	✓

TAX Registration	
Obtaining a Tax Certificate (TIN) and Two sets of True copy of the same will be handed over to the client	✓

Change in Director/Secretary or Change of details of the Existing Director/Secretary	
	LKR 8,500
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 Relevant Materials, Submission to Registrar of Companies and collection of Certified Copies. (Job/Requirement)	✓
True Copy of the same will be handed over to the Client	✓
Maintaining a scanned copy of the Certified Copy	✓

Bank Documentation	
Bank Account Resolution (One Bank)	LKR 2,750
Other Bank Forms and Applications	LKR 1,000

Change of Company Registered Address	
	LKR 8,500
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 Relevant Materials, Submission to Registrar of Companies and collection of Certified Copies. (Job/ Requirement)	✓
True Copy of the same will be handed over to the Client	✓
Maintaining a scanned copy of the Certified Copy	✓

Change of Company Articles of Association	
	LKR 8,500 - 12,500
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 Relevant Materials, Submission to Registrar of Companies and collection of Certified Copies (Job/ Requirement)	✓
True Copy of the same will be handed over to the Client	✓
Maintaining a scanned copy of the Certified Copy	✓

Payment Option - Deductible Advance Payment	
	LKR 20,000
Entitled to Prime Services. Terms and conditions apply.	✓

PROFESSIONAL FEES

Cost valid until 30th September 2024

Local Shareholders & Directors

Share Issue or Share Transfer Acknowledgment	LKR 8,500
Arrange Board Meeting (Notice and Agenda)	✓
Board Resolutions	✓
Minutes of the Meeting will be emailed	✓
Registrar of Companies Form 6	✓
Issuing of Share Certificate (T & C Apply) ²	✓
Any Other Letters or Forms (If Any)	✓
Preparation of Relevant Materials, Submission to Registrar of Companies and collection of Certified Copies. (Job/ Requirement)	✓
True Copy of the same will be handed over to the Client	✓
Maintaining a scanned copy of the Certified Copy	✓

Issuing Share Certificate	
Share Certificate - Per Certificate	LKR 1,000
Share Ledger Book	LKR 2,100

Change of Company Records	LKR 8,500
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 Relevant Materials, Submission to Registrar of Companies and collection of Certified Copies(Job/ Requirement)	✓
True Copy of the same will be handed over to the Client	✓
Maintaining a scanned copy of the Certified Copy	✓

Other Jobs	
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 12,000
Correction of Documents filed at Registrar of Companies (Per Job)	LKR 8,500
Additional Documents Courier Charges	LKR 500
Additional Certified Copies by the Secretary (Per Document)	LKR 500

Disbursement Expenses

Registrar of Companies Charges, Stamp Duties or Postage



“WE
BELIEVE
THAT
TECHNOLOGY
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SECRETARIAL
WORK”

Associate to E-Law Chambers - Law Firm
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