

SERBIA LIMITED LIABILITY COMPANY

Company Secretary Services

I. ROLES AND RESPONSIBILITIES OF A COMPANY SECRETARY

Every limited liability company must have a Company Secretary to ensure that the company's statutory obligations are complied.

- Organising and maintaining of corporate and statutory documents of the company;
- Helping company to comply with government regulations;
- Preparing board minutes;
- Arranging for annual general meetings as required by law.

II. PENA LIMITED ANNUAL COMPANY SECRETARY PARKING SERVICE INCLUDE

PENA LIMITED Company Secretary parking Service ensure that all the company's statutory mandatory requirements are fulfilled, leaving the day to day running of the company to the directors.

Company Secretary is a statutory role, which is not personal assistant for the Directors or Executives and the main duty and responsibilities of company secretary parking service are:

- Manage and keep the company's statutory book (register of shareholders / directors);
- Organize & witness required meeting of directors & shareholders with preparation of minutes;
- Acting as Corporate Company Secretary for one year;
- Preparing written resolutions for the Annual General Meeting ("AGM");
- Maintaining the Minutes and Register Books;
- Liaise with auditor for annual statutory audit on secretarial records;
- Advice on matters regarding secretarial/statutory/compliance/accounting/tax;
- Monitoring and ensuring compliance with relevant government regulations and legal requirements, (client will receive regular compliance alert via email).

III. PENA LIMITED BUSINESS CONCIERGE SERVICE

The Business Concierge Service includes practically all business services that ensure legal and efficient operation of your company in Serbia:

- qualified representation in front of Serbian tax authorities,
- specialized representation interview at the Department for Foreigners (police), during different inspections and in the process of answering any requirements,
- organization of the company information and documentary flow, including electronic invoicing,
- communication and the exchange of documents with state institutions and third parties, etc,
- maintenance of business premises and virtual addresses, processing business mail and every related matter,
- organization and management of administrative affairs,
- consulting services related to the purchase of all other professional services at your request for your personal and business needs (lawyers, consultants, specialists...).

IV. SECRETARIAL SERVICES SERVICE

SERVICES	EUR	RSD
Limited Liability Company incorporation	1,200	141,600
12 months company secretary basics services to keep company compliant	1,200	141,600
12 months basic virtual office service	1,200	141,600
Secretarial service on hourly fee (any hour started is charged)	30	3,540
Approval of Director Fees in EGM	100	11,800
Preparation of resolutions for Opening/Closing of Bank Account	60	7,080
Resolution for Declaration of Dividend / shareholder	60	7,080
Change of Business Activities	500	59,000
Change of Corporate Company Secretary	500	59,000
Change in Registered Address	350	41,300
Change in directorship	300	35,400
Change in Beneficial owners, Nominee /individual	300	35,400
Witness for Share Transfer Agreement per signature	500	59,000
Share Transfer registration (stamp duty excluded)	800	94,400
Change in Company Name	2,400	283,200
Change in Memorandum and Article of Association (EGM is required)	1,000	118,000
Certified True Copy of documents by Notary per page	30	3,540
Legal service fee from /hour or a fixed price depending on the arrangement with lawyer	200	23,600

