

PRIVATE LIMITED COMPANY INCORPORATION

LOCAL SHAREHOLDERS & DIRECTORS

Service	Government Fees Incl. 18% VAT	Agency Fees
Name Reservation	LKR 3,068	—
Form 1	LKR 6,136	—
Certified Copy – Form 1	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	—
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	—
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 466	—
E-Law Solutions – Secretarial & Incorporation Service (includes all services listed below)	—	LKR 30,000
Bank Account Resolution – One Bank (first bank resolution free)	—	LKR 0
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 1,350
Pre-Ink Seal – Company	—	LKR 1,600
Sub-Total	LKR 27,370	LKR 40,450

GRAND TOTAL

GOVERNMENT FEES + AGENCY FEES

LKR 67,820

INCLUDED IN THE INCORPORATION SERVICE

- ✓ Documentation on Company Incorporation
- ✓ Legal Advice for Company Registration
- ✓ Annual Retainer Service (1 Year)
- ✓ Maintaining Minute Book
- ✓ Share Issue Board Resolution
- ✓ Appointment of Auditor Resolution
- ✓ E-Law Solutions Secretarial Fee – 2 Sets
- Form 1, BR Certificate & AoA – Certified True Copies
- ✓ Post-Incorporation Secretarial & Compliance Advice
- ✓ Issue of Share Certificates
- ✓ Drafting Customized Objectives for Company
- ✓ Delegated Secretary
- ✓ Business Consultation
- ✓ TIN Registration & 2 Certified Copies
- ✓ BO Registry Advice
- ✓ Maintaining Scanned Copies of Originals
- ✓ Expedited Service

+ ADDITIONAL SERVICES

Additional Director Fee (per director)	LKR 4,000
Shareholder (if shareholder is a company)	LKR 16,000
Shareholder other than the Director	LKR 1,000

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

BANK DETAILS

Bank	Sampath Bank
Account Name	E-Law Solutions (Pvt) Ltd
Account No.	120014009978
Branch	Kiribathgoda Super
<i>Please use your company name as the reference when making payment.</i>	

SECRETARIAL & COMPLIANCE SERVICES

ANNUAL RETAINER · PASSING OF RESOLUTION · BANK DOCUMENTATION · TAX

1 SECRETARY ANNUAL RETAINER FEE

Service	Government Fees	Agency Fees
Secretary Annual Retainer Fee	—	LKR 20,000
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 232	—
Sub-Total	LKR 13,849	LKR 25,000
Total Payable (Government + Agency Fees)		LKR 38,849

2 PASSING OF RESOLUTION

Service	Agency Fee
PHYSICALLY ATTENDING MEETINGS	
Colombo	LKR 10,000
Out of Colombo (T & C Apply)	LKR 12,500 – 15,000
DURATION FOR RESOLUTIONS	
Regular (7 working days) - Circulating Resolution	LKR 2,750
Urgent (4 working days)	LKR 4,500
Very Urgent (1–2 working days)	LKR 7,500

INCLUDED SERVICES IN PASSING RESOLUTION

- ✓ Board Meeting – Notice and the Agenda will be sent
- ✓ Board Meeting via MS Teams or at E-Law Solutions (Pvt) Ltd
- ✓ Circular Resolution or Virtual Board Meeting
- ✓ All board meeting minutes will be emailed

3 BANK DOCUMENTATION

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

SECRETARIAL & COMPLIANCE SERVICES

ADDRESS CHANGE · DIRECTOR / SECRETARY · ARTICLES

4 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 125	—
Sub-Total	LKR 7,488	LKR 11,000
Total Payable (Government + Agency Fees)		LKR 18,488

INCLUDED SERVICES IN ADDRESS CHANGE

- ✓ 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

5 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
INCLUDED IN THIS AGENCY SERVICE		
✓ Arrange Board Meeting (Notice and Agenda) ✓ Resignation Letters (If Any) ✓ Board Resolutions ✓ Minutes of the Meeting will be emailed	✓ Any Other Letters or Forms (If Any) ✓ Submission to ROC & Collection of Certified Copies ✓ True Copy handed over to the Client ✓ Maintaining a scanned copy of the Certified Copy	
Director Appointment – Filing Form 18 (ROC)	LKR 3,068	—
Secretary Appointment – Filing Form 19 (ROC)	LKR 3,068	—
Change Details of Secretary / Director – Filing Form 20 (ROC)	LKR 3,068	—
Certified Copy (per filing)	LKR 1,534	—
Credit Card Convenience Fee (1.7% of Government Fees)	LKR 183	—
Total Payable – per filing (Form 18 / 19 / 20, incl. Agency Fee)		LKR 13,285

6 CHANGE OF COMPANY ARTICLES OF ASSOCIATION

Service	Govt Fees (Incl. VAT + Card)	Agency Fees
Change of Company Articles of Association	—	LKR 8,500 – 12,500
INCLUDED IN THIS AGENCY SERVICE		
✓ Arrange Special Board Meeting (Notice and Agenda) ✓ Special Board Resolutions ✓ Minutes of the Meeting will be emailed ✓ Any Other Letters or Forms (If Any)	✓ Submission to ROC & Collection of Certified Copies ✓ True Copy handed over to the Client ✓ Maintaining a scanned copy of the Certified Copy	
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	—
Sub-Total	LKR 4,680	LKR 8,500 – 12,500
Total Payable (Government + Agency Fees)		LKR 13,180 – 17,180

SHARE SERVICES

SHARE ISSUE · SHARE TRANSFER · SHARE CERTIFICATES

7 SHARE ISSUE (BASED ON VALUE)

INCLUDED IN THIS AGENCY SERVICE

- ✓ Share Issue – Form 06 Filing
- ✓ Issuing of Share Certificate (T & C Apply)
- ✓ Any Other Letters or Forms (If Any)
- ✓ Submission to ROC & Collection of Certified Copies
- ✓ True Copy of the same handed over to the Client
- ✓ Maintaining a scanned copy of the Certified Copy

Service	Shareholder as Person	Shareholder as Company	Multi-Tier
Agency – Share Issue Service (Form 06)	LKR 12,500	LKR 17,500	LKR 24,000
Agency – BO 02 Filing	LKR 2,500	LKR 5,000	LKR 5,000
Government Fees – Form 06 Filing	LKR 3,068	LKR 3,068	LKR 3,068
Government Fees – BO 02 Filing	LKR 2,534	LKR 2,534	LKR 2,534
Government Fees – Certified Copy	LKR 1,534	LKR 1,534	LKR 1,534
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 121	LKR 121	LKR 121
Total Payable	LKR 22,257	LKR 29,757	LKR 36,257

8 SHARE TRANSFER ACKNOWLEDGEMENT (BASED ON VALUE)

INCLUDED IN THIS AGENCY SERVICE

- ✓ Arrange Board Meeting (Notice and Agenda)
- ✓ Board Resolutions
- ✓ Share Transfer Form Filing
- ✓ Any Other Letters or Forms (If Any)
- ✓ Submission to ROC & Collection of Certified Copies
- ✓ Minutes of the Meeting will be emailed

Service	Transfer to Person	Transfer to Company	Transfer by Death
Agency – Share Transfer Service	LKR 18,500	LKR 18,500	LKR 25,000
Agency – BO 03 Filing	LKR 2,500	LKR 5,000	LKR 2,500
Government Fees (BO 03)	LKR 2,761	LKR 2,761	LKR 2,761
Total Payable	LKR 23,761	LKR 26,261	LKR 30,261

9 ISSUING SHARE CERTIFICATE

Service	Agency Fee
Share Certificate (per certificate)	LKR 1,000
Share Ledger Book	LKR 2,100
Sub-Total	LKR 3,100
Total Payable (Agency Fees)	LKR 3,100

RECORDS, NAME CHANGE & OTHER SERVICES

RECORDS · NAME CHANGE · OTHER SERVICES · PAYMENT

10 CHANGE OF COMPANY RECORDS

Service	Government Fees	Agency Fees
Change of Company Records INCLUDED IN THIS AGENCY SERVICE ✓ Arrange Special Board Meeting (Notice and Agenda) ✓ Special Board Resolutions ✓ Minutes of the Meeting will be emailed ✓ Any Other Letters or Forms (If Any) ✓ Form 14 Filing (ROC) ✓ Submission to ROC & Collection of Certified Copies ✓ True Copy handed over to the Client ✓ Maintaining a scanned copy of the Certified Copy	—	LKR 8,500
Certified Copy	LKR 1,534	—
Sub-Total	LKR 1,534	LKR 8,500
Total Payable (Government + Agency Fees)		LKR 10,034

11 NAME CHANGE OF THE COMPANY

Service	Government Fees	Agency Fees
Name Reservation	LKR 3,068	LKR 18,000
Name Change Prior Approval Letter	LKR 3,068	—
Certified Copy – Form 03	LKR 1,534	—
Newspaper Publication (Sinhala, Tamil & English)	LKR 10,700	—
Name Change Publication in Government Gazette	LKR 3,100	—
Credit Card Convenience Fee – Charged by ROC (1.7% of Government Fees)	LKR 365	—
Sub-Total	LKR 21,835	LKR 18,000
Total Payable (Government + Agency Fees)		LKR 39,835

INCLUDED SERVICES IN NAME CHANGE

- ✓ Name Change Approval
- ✓ Name Change Documentation
- ✓ Newspaper Publication
- ✓ Government Gazette Publication
- ✓ Shareholder Resolution
- ✓ Obtain New BR Certificate with Name Change

12 OTHER SERVICES

Service	Agency Fee
Application & Collection of Certified Copy from ROC (Per Job)	LKR 2,500
Registrar of Companies File Search and Report (Per Job)	LKR 12,500
Correction of Documents Filed at ROC (Per Job)	LKR 8,500
Additional Documents Courier Charges	LKR 500
Additional Certified Copies by the Secretary (Per Document)	LKR 500

13 PAYMENT OPTION – DEDUCTIBLE ADVANCE PAYMENT

Service	Agency Fee
Entitled to Prime Services (Terms and conditions apply)	LKR 20,000