



EASY COMPANY SECRETARIAL SERVICES (ECSS) – RATE CARD 2026

Easy Company Secretarial Services (ECSS) operates as the company secretarial services arm of John Wilson Partners, Attorneys-at-Law and Notaries Public, a law practice with over 125 years of experience in legal, corporate, and regulatory compliance services. This rate card outlines the standard ECSS service charges applicable to local companies.

NATURE OF SERVICE	COST (LKR)
Appoint and Retain ECSS as company secretaries (Per year) This package includes: • Acting as the Company Secretary of the company. • Filing the Annual Return with the Registrar of Companies. • Drafting the agenda for the Annual General Meeting. • Attending the Annual General Meeting. • Preparing AGM minutes or a resolution in lieu of AGM • Signing or certifying up to 4 documents per year as Company Secretary. • Drafting up to 2 routine board resolutions per year. • One routine director change per year, subject to normal filing requirements. Registrar of Companies fees and other government charges will be charged separately. • Applying for certified copies from the Registrar of Companies up to 2 times per year. (ROC fees and disbursements will be charged separately) • Basic maintenance of statutory records, including the company secretarial file, share register, director and secretary records, and minute records. • General reminders on routine annual compliance deadlines.	Starting from 82,500.00
Name Approval	6,000.00
Name Change - Private Limited	32,000.00
Filing of Annual Returns upon request of client (If not on Retainer)	26,800.00
Removal of Director in terms of AOA	14,000.00
Removal of Directors (Under Section 206)	24,000.00
Change of Directors (Form 20) – Per Director (If not on retainer or exceed the quota)	12,000.00
Appointment of ECSS as Company Secretaries (Form 19) Any additional work will be charged separately according to the relevant service item and the work completed.	12,000.00
Providing Registered Office Address, Private Limited Company, per year	25,000.00
Certification by Secretaries (If not on retainer or exceed the quota)	3,000.00
Registrar of Companies File Search	10,000.00

Change of Financial Year	6,000.00
Public Contract Registration	35,000.00
Certified Copies from RoC - Private Limited (Per document)	4,000.00
Drafting Circular Resolution - Private Limited	5,500.00
Certified Extract of Resolution	4500.00
Change of Registered Address	7,200.00
Income Tax Registration (TIN)	15,000.00
Value Added Tax Registration (VAT)	15,000.00
EPF & ETF Registration	25,000.00
Voluntary winding up preliminary secretarial documentation	Starting 42,500.00
Court Winding Up	Charged case by case
Simple Amalgamation	324,000.00
Strike off of Company	48,000.00
Share Allotment	24,000.00
Issuing Share Certificate	6,000.00
Debentures	12,000.00
Share Transfer	12,000.00
Rights Issue	48,000.00
Sub-Division of Shares	36,000.00
Consolidation of Shares	36,000.00
Capitalization of Reserves and Issue of Shares	48,000.00
Reduction of Stated Capital	48,000.00
Repurchase of Shares	54,000.00
Replacement of Lost Share Certificate with Advertisement	45,000.00
Loss of Share Certificate replacements without Advertisements	25,000.00
Dividend Warrant	17,400.00
Dividend Warrants over 5 - increase in slabs for every 5 additional rounded	6,000.00
Updating Articles of Association	18,000.00
Adoption of new Articles	48,000.00
Amendment to Articles	24,000.00
Conversion of a Private Co. to a Public Co. or vice versa	60,000.00
Attendance signing of Agreement as Secretaries	18,000.00
Board Meetings - (Colombo) on working days (2.5 hrs)	12,000.00
Board Meetings - (Colombo) on holidays	18,000.00
Board Meetings - (outstation) - on working days	18,000.00
Board Meetings (Outstation) - on holidays	24,000.00
Major Transaction Resolution, secretarial documentation only	25,000.00
Beneficial Ownership Filing, including BO5 authorised person filing and BO7 beneficial owner filing	25,000.00
Preparation of Company Seal on request	6,000.00
Attestation/Embassy legalisation of Sri Lankan documents	85,000.00
Company Registration - Private Limited (100% Local)	Contact us
Company Registration - Private Limited (Local & Overseas shareholders)	Contact us
Company Registration - Private Limited (100% Overseas shareholders)	Contact us
Branch Office Registration	Contact us
Guarantee Limited Company Registration (Under Section 32 or 34)	Contact us
Off-Shore Company	Contact us

Notes:

1. The above-mentioned fees represent ECSS service charges only. ECSS does not currently add VAT to its service charges. Additional costs such as Registrar of Companies fees, ROC service fees, other government fees, disbursements, transportation costs, courier charges, and other third-party expenses will be added to the final invoice where applicable.
2. Any work relating to a filing with the Registrar of Companies will be subject to 18% VAT, applicable ROC fees, ROC service fees, government charges, and disbursements.
3. Any legal advisory work, legal drafting, legal opinion, litigation-related work, or other legal services will be carried out by John Wilson Partners, Attorneys-at-Law and Notaries Public, and such fees will be charged separately.
4. The Annual Company Secretarial Retainer Package covers only the specific routine inclusions listed under the package. It does not include non-routine filings, complex corporate changes, disputes, legal advisory work, shareholder or director disputes, tax work, BOI matters, exchange control matters, physical visits to the Registrar of Companies, or work arising due to past non-compliance unless expressly agreed in writing.
5. Urgent, same-day, weekend, holiday, or priority work may be subject to an additional urgency fee depending on the nature of the work, required turnaround time, and staff availability.
6. The client is responsible for providing complete, accurate, and timely information and supporting documents. ECSS shall not be responsible for delays, penalties, rejected filings, or additional costs arising from incomplete, inaccurate, delayed, or withheld information provided by the client.
7. The quoted fees are indicative but should remain within the suggested parameters under normal circumstances. Any items not covered in the rate card, or any additional fees arising due to regulatory compliance requirements, client action, client inaction, incomplete information, additional requirements from the Registrar of Companies, or the complexity of the matter, will be charged according to the time spent, work completed, complexity, expenses, and disbursements.
8. Unless otherwise agreed in writing, ECSS may require advance payment or a deposit before commencing work. Disbursements and third-party charges may be requested in advance.
9. Unless otherwise stated, the services listed in this rate card are individual assignments and may be provided without ECSS being retained as the company secretary. Each service will be charged separately, together with applicable VAT, ROC fees, ROC service fees, government charges, expenses, and disbursements.
10. This rate card is valid until revised by ECSS. ECSS reserves the right to revise its fees from time to time, including due to changes in government charges, ROC procedures, VAT, inflation, operational costs, or the complexity of regulatory requirements