

INFORMATION PURSUANT TO THE PROVISION OF SERVICES REGULATIONS 2009

NAME OF FIRM	Accountancy Management Services Limited
LEGAL FORM	Limited Company
POSTAL ADDRESS	South Street House, 51 South Street, Isleworth, Middlesex TW7 7AA
FAX NUMBER	0208 568 9406
EMAIL ADDRESS	contact@amsoffice.co.uk
TELEPHONE NUMBER	0208 847 2222
REGISTERED ADDRESS	South Street House, 51 South Street, Isleworth, Middlesex TW7 7AA
PROFESSIONAL BODY	Registered to carry on audit work in the UK and Ireland by the Institute of Chartered Accountants in England and Wales.
PUBLIC REGISTER	Details about our audit registration can be viewed at www.auditregister.org.uk under reference number C008974603.
VAT NUMBER	731 6346 45
PROFESSIONAL LIABILITY INSURANCE	In accordance with the disclosure requirements of the Provision of Services Regulations 2009, our professional indemnity insurer is Aqueous Underwriting and their address is Ambant Limited, Marlow House, 1a Lloyd's Avenue, London EC3N 3AA. The territorial coverage is worldwide excluding professional business carried out from an office in the United States of America or Canada and excludes any action for a claim brought in any court in the United States of America or Canada.
COMPLAINTS PROCEDURE	We undertake to look into any complaint carefully and promptly and do all we can to explain the position to you. If you remain unsatisfied, please direct your complaint to Paul Alexander FCA, principal of this firm. If, in exceptional circumstances, we do not answer your complaint to your satisfaction, you may of course take up the matter with our governing body, the Institute of Chartered Accountants in England and Wales.
CONFLICTS OF INTEREST	If a conflict of interest should arise, either between two or more of our clients, or in the provision of multiple services to a single client, we will take such steps as are necessary to deal with the conflict. In resolving the conflict, we would be guided by section 220 of the Code of Ethics of the Institute of Chartered Accountants in England and Wales which can be viewed at www.icaew.com/regulations/ethics, Code of Ethics section 220.
REGULATED PROFESSION	Professional rules applicable to audit work are: Audit Regulations and Guidance which can be found at www.icaew.com/regulations and International Standards on Auditing (UK and Ireland) at www.frc.org.uk
CODES OF CONDUCT	We are bound by the Institute of Chartered Accountants in England and Wales Code of Ethics which can be found at www.icaew.com/regulations and the APB Ethical Standards which can be found at www.frc.org.uk/apb/publications/ethical.cfm.
PRICES OF SERVICES	Our fees are computed on the basis of time spent on your affairs by the principals and our staff (and sub-contractors or consultants), and on the levels of skill and responsibility involved.