

Our team

Our company secretarial team provides cost effective and high quality company secretarial services to UK registered companies ranging from start-ups to international groups of companies. The company secretarial services are supplied through our corporate company secretary, Castlegate Secretaries Limited, and we administer over 400 companies for both UK and international clients.

Our services

Our services are tailored to assist businesses in the setting up and administration of their companies. Services we provide include:

- incorporation of public or private limited companies
- LLP and branch registration
- change of company names
- share capital restructuring (allotment, transfer, conversion, subdivision and consolidation)
- maintenance of statutory registers and minutes books
- preparation of notices and minutes of board and general meetings
- preparation and filing of forms and resolutions with the Registrar of Companies, including annual returns and accounts
- drafting or revising Articles of Association
- dissolutions
- provision of a registered office address and mail forwarding
- attendance at board and shareholder meetings, taking minutes and advising on corporate governance issues
- appointment as company secretary (although there is no legal requirement to appoint a company secretary, tasks still need to be carried out)

Where we have custody of the statutory registers of a company, we maintain those registers in electronic format using software designed by the Institute of Chartered Secretaries and Administrators. Maintaining the registers in electronic format enables us to e-mail registers and forms to directors and auditors and to act immediately upon instructions should there be changes to the company. Secure remote access to the statutory registers and minute books can be provided. The software used also advises us in advance of the dates of general meetings and filing dates of annual returns and accounts. This means that we ensure statutory compliance of UK companies.

Our approach

We provide a cost effective and professional service and offer a fixed annual fee which includes:

- provision of a registered office address
- maintenance of the statutory registers and minutes books
- online access to the statutory registers
- preparation and despatch of notices and minutes for board and shareholder meetings
- filing of returns and company forms with the Registrar of Companies
- appointment as company secretary

We want to develop long-term partnerships with our clients in order to understand and anticipate their needs and put our knowledge at their disposal.

Our costs

We offer our services at competitive rates. We adopt a flexible approach and we are happy to work with clients on a fixed annual fee, hourly rates for bespoke solutions and discounts for larger volumes of work.

talk to us...

Dominique Tai | 020 7337 1007 | dominique.tai@brownejacobson.com



Browne Jacobson is one of the largest law firms in the Midlands, with regional and national reach through our offices in Birmingham, London, Nottingham, Exeter and Manchester. We are now over 700 strong, including 97 partners and over 300 other lawyers.

Famous for our friendly and straightforward approach, we deliver first class individual solutions for our clients. Our vision is to be the first choice law firm for clients and employees in the Midlands and we therefore place emphasis on people, both internally and externally. This approach has enabled us to build long-standing relationships with our clients and deliver exceptional service.

© Browne Jacobson LLP 2015