

# Company Secretarial

## Product Guide

### 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. We currently administer in excess of 500 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, private limited and unlimited companies
- LLP registration and UK establishment of overseas companies
- change of company names
- share capital restructuring (allotment, transfer, conversion, subdivision and consolidation)
- maintenance of statutory registers and minute books
- preparation of notices and minutes of board and general meetings
- preparation and filing of forms and resolutions with the Registrar of Companies, including confirmation statements
- drafting or amending articles of association
- dissolutions and restorations of companies to the register
- provision of a registered office address and mail forwarding
- assistance in identifying Persons with Significant Control
- audit of statutory registers to ensure compliance and to highlight discrepancies

We maintain the statutory registers in electronic format using software designed by the Institute of Chartered Secretaries and Administrators. This software advises us in advance of the dates of general meetings and filing dates of confirmation statements and accounts. This means we ensure annual filing compliance of UK companies. Secure online access to the statutory registers and minute books is provided.

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.

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

- provision of a registered office address (if required)
- maintenance of the statutory registers and minute books
- secure online access to the statutory registers and minute books
- board minutes for yearly approval and signature of accounts as well as notices and minutes of general meetings
- filing of confirmation statements with the Registrar of Companies



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