



We offer a range of services to help you fulfil your obligations under the Companies Acts.

Compliance

- Company statutory registers & returns
- Preparation of Companies House annual return
- Payment of £15 filing fee
- Submission of annual accounts to Companies House
- Preparing paperwork for the Annual General Meeting, if required
- Maintenance of the company's statutory registers on computer, including:
 - Register of members including share transfers
 - Register of officers including appointments and terminations
 - Changes of addresses of officers
- Maintenance of company minute books
- Single Alternative Inspection Location
 - For companies not requiring Registered Office facilities, appropriate notifications sent to Companies House

Our standard quarterly fee,

currently £65 + VAT, covers all these tasks.

Registered Office Facilities

- Service address for legal documents
- Correspondence address for Companies House and HM Revenue & Customs
- Annual fee £50
- Which includes disposal (by secure recycling) of your junk mail!

Directors Service Addresses

- Protect your family's privacy
- Junk mail screened and discarded
- Annual fee £25 per director, per company

Company Formations

- We can form companies, usually within a few hours, to your requirements, with your choice of name (subject to availability and some special conditions relating to specific words).

Specialist Services

Work involving changes to the company's structure such as share redesignation or change of company name is charged on the basis of time occupied at our standard charge out rates.

Company Secretarial Services

Please contact Sylvia Spencer or Simon Armes for details.

Advice that stands the test of time