

Service checklist

Service Offered	Bronze	Silver	Gold
stevensdrake act as Registered Office	✓	✓	✓
Quarterly legal information sheets	✓	✓	✓
Free invitation to law seminars	✓	✓	✓
Company information sheet	✓	✓	✓
One hour per month company law/secretarial advice		✓	✓
Unlimited filing of documents with Companies House		✓	✓
Guidance on company documentation		✓	✓
Reminder system for filing of Annual Returns, Accounts and for convening AGM's		✓	✓
stevensdrake act as Company Secretary dealing with all routine secretarial tasks			✓
Ensuring that statutory forms are filed promptly			✓
Review, update and maintain company registers			✓
Board calendar identifying all meetings, key events and deadlines for filing all company documentation			✓
Board packs for every Board meeting containing an agenda, minutes of previous meetings and action points			✓
Notification of Board Meetings			✓
Attendance at Board Meetings and preparation of minutes			✓
AGM: notification to members, preparation of the agenda, attendance at the meeting and preparation of the minutes			✓
Precedent Board Reports			✓
Supplying copy Accounts to all members			✓
Group Structure charts			✓

COMPANY SECRETARIAL



Emma Ladd
office: 01293 643431
email: emma.ladd@stevensdrake.com

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