

Services Profile

We have established the Company Secretarial Unit to assist companies of all sizes with the time consuming and often complex administrative formalities that companies are legally obliged to comply with. We provide an efficient and cost-effective service at three levels, which can be tailored to meet your company's individual needs.

BRONZE

For a one-off fixed annual fee we will act as your company's registered office. This involves the receipt and forwarding of all company mail, including Companies House and Inland Revenue documentation. This will ensure that important documents are not mislaid and are brought to the directors' attention promptly.

You will receive specially prepared quarterly legal information sheets advising you on company law issues and providing you with other relevant information. In addition, you will be invited to attend our in-house legal seminars free of charge.

We will also be on-hand to assist you on company law issues either at our usual hourly rates or under a fee model adapted to the needs of your business

SILVER

You will receive all of the benefits of our Bronze service together with these additional services:

- Every month you will be entitled to one hour's FREE legal advice on any company law or secretarial matter(s).
- Guidance with the preparation and filing of statutory documents with Companies House.
- Reminder system to alert you of the due dates for your Annual Return and Accounts and the convening of AGMs.

Our Silver service is available for a fixed annual fee payable either as a one-off or on a quarterly basis to suit your requirements. We are also happy to discuss expanding the fixed fee coverage to include additional services, the costs of which can also be spread over quarterly payments.

GOLD

The role of a company secretary is often seen as a cumbersome administrative position. Few companies appreciate the severity of the sanctions that can be imposed for non-compliance of the legal obligations upon company secretaries. We can act as your company secretary, offering a fully comprehensive service. We will actively deal with all of the routine company secretarial tasks and relieve you of the worry of deadlines and compliance. In addition, you receive the following services:

- Your statutory books and company records will be inspected, updated and then fully maintained.
- You will receive a unique Board Calendar tailor-made for your company which details all important events, including AGMs, strategy meetings and accounting dates.

- A Board pack will be prepared for each Board Meeting, containing an agenda, minutes of the last meeting and action points.
- We will issue notice of your AGM, prepare the agenda and attend the meeting to take the minutes.
We also prepare and issue the minutes.

This Gold service is available at a rate which is significantly less than employing a specialist in-house company secretary. We will tailor our Gold service to meet your company's precise requirements and we will quote a fixed price annual fee at the outset, which can be paid in monthly instalments.

COMPANY SECRETARIAL



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