
COMPANY SECRETARIAL SERVICES

– HOW WE CAN HELP

Dynamic legal support
for successful individuals,
businesses, schools and charities.

Company Formation Services Incorporation

Incorporation of a UK private company limited by shares (one class of share and standard general commercial articles)	Incorporation of a UK private company limited by guarantee (not having share capital and standard general articles)
Companies House searches to determine the availability of the chosen company name.	Companies House searches to determine the availability of the chosen company name.
The procurement of a new UK private limited company based on the information provided.	The procurement of a new UK private limited company based on the information provided.
Preparation of draft directors' minutes and related documentation to approve: <ul style="list-style-type: none"> ■ the appointment of directors, secretary and auditors; ■ the location of the registered office; ■ the initial issue of shares; ■ the extension or shortening of the accounting reference date; ■ preparation and submission of relevant forms to the Registrar of Companies; ■ the issue of share certificates; ■ copies of the Articles of Association provided; and ■ provision of the statutory books. 	Preparation of draft directors' minutes and related documentation to approve: <ul style="list-style-type: none"> ■ the appointment of directors, secretary and auditors; ■ the location of the registered office; ■ the extension or shortening of the accounting reference date; ■ preparation and submission of relevant forms to the Registrar of Companies; ■ copies of the Articles of Association of the Company; and ■ provision of the statutory books.
£545 plus VAT and disbursements	£500 plus VAT and disbursements

Additional Bespoke Work

We would also be happy to provide additional work required in connection with more complex formations including, without limitation:

- completing statutory books;
- overseeing the issue of additional classes of shares;
- instructions relating to companies with charitable purposes;
- alterations to accounting reference dates and changes to articles;
- more complicated shareholders' agreements and tailored articles.

Ongoing Administration Services

Registered Office Address Facility

We will provide a registered office service providing the use of our office at The Oriel, Sydenham Road, Guildford, Surrey GU1 3SR as the registered office, as well as forwarding of correspondence received (by email or post) to the Company at an address provided.

By email **£230 plus VAT**

By post **£310 plus VAT**

Directors Service Address Facility

We will provide a directors service address facility covering the following providing the use of our office at The Oriel, Sydenham Road, Guildford, Surrey GU1 3SR as the registered office, as well as forwarding of correspondence received (by email or post) to the Company at an address.

By email **£230 plus VAT**

By post **£310 plus VAT**

Full Annual Company Secretarial Service

We will provide annual company secretarial services covering filing requirements in respect of annual obligations, preparation of draft board minutes to approve the annual accounts, preparation and submission of the annual confirmation statement to the Registrar of Companies and maintenance of the statutory books and updating when required.

£455 plus VAT

We are happy to offer bespoke company secretarial packages and would be pleased to discuss these with you. Please contact us for specific details and information on pricing.

Additional Bespoke Work

Additional work required in connection with annual company secretarial services including, without limitation:

- Attending to ad-hoc corporate changes (e.g. share allotments or transfers, change of directors, change of company name);
- Attending and taking minutes at board meetings; and
- Assisting with a corporate transaction.

Expenses and Disbursements

Specific disbursements relating to the services we provide (such as courier charges and Companies House filing fees) would be an additional charge.

Contact Details

We would also be delighted to discuss with you a bespoke pricing structure that meets your unique requirements.

Please contact one of our specialists who will be happy to discuss your matter with you:



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