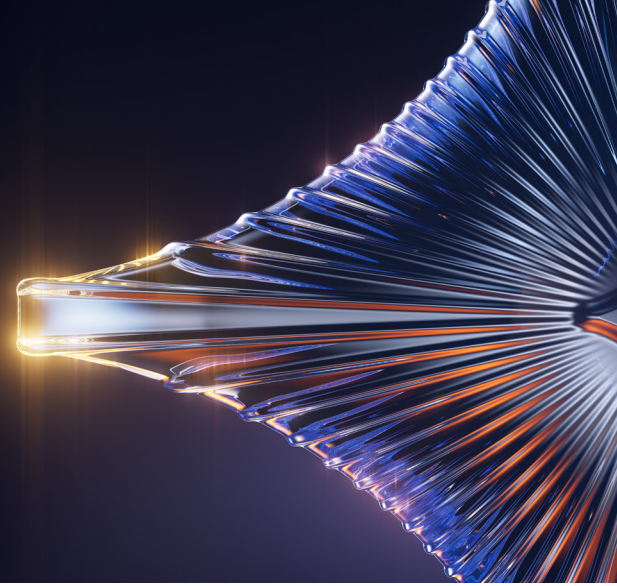


Company Secretarial



Whilst focusing on the needs of their organisations, trustees, directors and business owners may struggle to set aside the time to consider their statutory duties and the legal obligations imposed upon their companies. We can help you avoid pitfalls by providing a complete compliance package **tailored to your exact requirements**.

Our Company Secretarial services

Our dedicated Company Secretarial team provides a full range of services designed to ensure compliance with statutory obligations. We also provide supporting documents for a wide range of ad-hoc corporate transactions. The team also works closely with our specialists in other areas such as audit, business support and tax, which helps to ensure that you always receive an integrated service.

Annual Compliance Package

We can provide an annual compliance package which starts from £725* + VAT and includes:

- ◆ Completion and filing of one confirmation statement with Companies House per annum, including up to five statutory changes per year in respect of:
 - ◆ The appointment/resignation of directors/secretaries; and
 - ◆ Change of details for directors'/secretaries'/shareholders/persons with significant control
- ◆ Maintenance of statutory registers to ensure compliance with UK legislation on our dedicated software:
 - ◆ Register of directors and secretaries
 - ◆ Register of directors' addresses
 - ◆ Register of members
 - ◆ Register of persons with significant control

- ◆ Maintenance of minute books as required under UK legislation:
 - ◆ Board meetings and resolutions
 - ◆ General meetings and members' resolutions
- ◆ Access to general advice on company secretarial matters
- ◆ Annual due diligence review

Our non-routine services include but are not limited to the following:

- ◆ Incorporation of new companies and LLPs
- ◆ Registration of UK establishments of overseas companies
- ◆ Voluntary strike offs
- ◆ Administrative restorations
- ◆ Company name changes
- ◆ Change of accounting reference dates
- ◆ Audit exemption
- ◆ Group re-organisations
- ◆ Share allotments and transfers
- ◆ Dividend documentation
- ◆ Dormant accounts
- ◆ Amendments to articles of association
- ◆ Minute taking
- ◆ Certification of company registers
- ◆ Advice on directors' duties and responsibilities
- ◆ Review of corporate governance and best practice procedures
- ◆ Health review of your statutory records

Registered Office facility

We can provide Registered Office facilities for statutory correspondence from £450 + VAT per annum and includes the use of our office address as the company's Registered Office and forwarding of all mail received to a nominated address (by email).

**Exclusive of filing disbursements*

HaysMac[✦]

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BIG ORGANISATION



Winner: Large Firm
of the Year 2023



An eprivateclient
top accountancy firm 2024



Top 10 auditor to quoted companies
in Adviser Ranking Listing