

## Company Secretarial services

At Haysmacintyre LLP we have a dedicated Company Secretarial department that provides a full range of services designed to ensure compliance with statutory obligations. The team works closely with our specialists in other areas such as audit and tax, which helps to ensure that you always receive an integrated service. Recognising that client instructions are frequently time-sensitive, we deal with matters in an efficient but also thorough manner.

### How we can help

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.

Failure to meet the legal obligations can have serious consequences including fines for late filing of the accounts and organisations risk compulsory dissolution and/or prosecution of the directors if they fail to respond to the Registrar's requests for submission of the annual filings.

We can help you avoid pitfalls by providing a complete compliance package tailored to your exact requirements. We also provide supporting documents for a wide range of ad-hoc corporate transactions.

Our services include the following:

- Incorporation of new companies and LLPs
- Registration of UK Establishments of overseas companies
- Provision of a registered office facility
- Completion and filing of the Confirmation Statement
- Maintenance of your statutory books and registers
- Share issues, transfers, and capital restructuring
- Dividend documentation
- Company strike offs and administrative restorations
- Drafting amendments to articles of association
- Board support
- AGM procedures
- Advice on directors' duties and responsibilities

- Review of Corporate Governance and best practice procedures
- Health review of your statutory records

### Annual Compliance Package

Our annual Compliance Package is from **£575 + VAT** and includes the following:

- Completion and filing of one Confirmation Statement with Companies House per annum (including up to five statutory changes per year in respect of appointment/resignation of directors/secretaries and change of details for directors/secretaries/shareholders/Persons with Significant Control).
- Maintaining the following statutory registers to ensure compliance with UK legislation:
  - Register of directors and secretaries
  - Register of directors' addresses
  - Register of members
  - Register of People with Significant Control
- Maintaining the following minute books as required under UK legislation:
  - Board meetings and resolutions
  - General meetings and members' resolutions
- Access to general advice on company secretarial matters

### Registered Office facility

We can provide Registered Office facilities for statutory correspondence for **£300 + VAT** per annum.

We can also provide a range of other services in addition to those listed. Should you require any further information please contact Gareth Ogden or Katie Holden using the contact details overleaf.

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A list of members' names is available for inspection at 10 Queen Street Place, London EC4R 1AG

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