

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 and tax, which helps to ensure that you always receive an integrated service.

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 starts from £675 + 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:
 - Register of directors and secretaries
 - Register of directors' addresses
 - Register of members
 - Register of People 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

Registered Office facility

We can provide Registered Office facilities for statutory correspondence from £400 + VAT per annum.

Nominee Company Secretary

Haysmacintyre Company Secretaries Limited can be formally appointed as the Company Secretary (i.e. Officer of your company to facilitate the approval of forms for Companies House and certification of documents) for £400 +VAT per annum.

We can also provide a range of other services in addition to those listed for dormant companies, filing with the Charities Commission, nominee company secretary services and more. Should you require any further information please contact our team 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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Shortlisted 2019 National Firm of the Year



Shortlisted 2019 Tax Team of the Year



Highly Commended Partner of the Year



Winner: Audit Team of the Year



Top 15 auditor to quoted companies in Adviser Ranking Listing



An eprivateclient top accountancy firm 2022

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