

company secretarial services



Although the requirement for a private company to have a company secretary has been removed, the compliance and statutory work remains. Our company secretarial team can provide this service to you for a competitive fixed annual fee giving you peace of mind that your company is complying with the Companies Act, so you can concentrate on managing your business.

Our company secretarial team, headed by Jenny Farrer, a chartered secretary and associate member of the Institute of Chartered Secretaries and Administrators (“ICSA”), has been providing company secretarial services to clients for over 25 years. Our clients include listed companies, large private groups, charities, property management companies and universities and we have experience of working across all sectors including energy, food, insurance, construction, logistics, finance, public sector and technology.

Assurance

We offer you an efficient and reliable company secretarial service which is cost-effective and proactive so you can rest assured that your group complies with company law.

Fixed fee packages can be tailor-made to your requirements ranging from basic company compliance to enhanced company secretarial services where we act as company secretary in all respects. We also offer support to new start-up companies and charities guiding you through the sometimes confusing legal requirements around company formation.

The team you need

Jenny has a wide range of in-house experience gained at Corus Group, Virgin, Mellon and Bernard Matthews so she understands the pressures you face and the importance of getting the basics right.

The company secretarial team is part of our corporate team, which comprises of 31 lawyers, including 9 partners. The team operates nationally sharing knowledge, resource and expertise. Clients that the corporate team have worked with include Aviva plc, Scientific Digital Imaging plc, Elster Group GmbH, Oasis Healthcare, Central Trust plc, Archant Limited and CEMEX plc.

Company formations

We can assist with all your company formation requirements including private, public or guarantee companies, limited liability partnerships, residents’ management companies and tailor made charitable companies. Entities can be incorporated on a same day basis using our electronic incorporation software.

The services we provide include:

- o advice concerning the form of legal entity required;
- o checking the proposed company name and dealing with sensitive words if required;
- o formation of the entity;
- o first board minutes and any associated resolutions;
- o completed statutory books;
- o share certificates;
- o bespoke articles of association;

- o assistance with applying for charitable status; and
- o advice concerning joint ventures and technology spin-outs including shareholders' and LLP agreements.

Company compliance

We use the market leading company secretarial software and our resources are supported by our awarding winning knowledge team. Our compliance services are provided on a fixed annual fee basis, providing you with security and certainty over costs.

The services we provide include:

- o maintenance of statutory books including all annual return filings and dormant accounts (if applicable);
- o alterations to companies including changes to name, registered office, company officers, accounting reference date and all associated board minutes, resolutions and filings;
- o allotment and transfer of shares;
- o reconstitution of statutory books;
- o review and amendment of articles of association;
- o preparation of annual general meeting documentation and assistance with organisation; and
- o company re-registrations (private to public or vice versa).

Share capital and structure

We can advise and assist with carrying out changes to your group or company's share capital including:

- o share allotments;
- o reduction of share capital under the Companies Act 2006;
- o own share purchases; and
- o dissolution of dormant subsidiaries.

Listed companies

Keeping on top of your compliance duties as a director or company secretary of a listed company isn't always easy. We can assist with day to day compliance attending, drafting annual general meeting documentation, attending meetings, preparing board minutes, liaising with the company registrar and advising on NAPF and ABI guidelines.

Lawyers you can trust

Because of the work we do across the UK and internationally, our corporate finance team is highly rated by *Chambers UK* and *Legal 500*. We have a reputation for delivering "high quality advice at a cost effective level". We are described as "practical, solution focused and very in tune with what is important to [the clients'] business". We aim to bring this level of focus and ambition to all our work for you.

get in touch



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