

Company Secretarial Services

Company secretarial fees

For the provision of the registered office address and company secretarial facility including the preparation and submission of the annual return the annual fee is **£450 plus VAT**.

For the sole provision of a registered office address and forwarding of communications there is an annual fee of **£350 plus VAT**.

For the provision of a service address for officers there is an annual fee of **£175 plus VAT** where we provide registered office and company secretarial services and an annual fee of **£225 plus VAT** where these services are not provided.

These fees are reviewed annually.

More information

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This information has been prepared by Charles Russell LLP as a general guide only and does not constitute advice on any specific matter. We recommend that you seek professional advice before taking action. No liability can be accepted by us for any action taken or not taken as a result of this information. Charles Russell LLP is not authorised under the Financial Services and Markets Act 2000 but we are able in certain circumstances to offer a limited range of investment services to clients because we are members of the Law Society. We can provide these investment services if they are an incidental part of the professional services we have been engaged to provide.

Statutory responsibilities - your obligations

Company directors who underestimate the importance of the role of the company secretary do so at their peril. It is true that for private companies there are no requirements for a company secretary (unless provided for in the articles of association of the company) and certain filing and disclosure obligations are more generous for private companies than they are for public companies. However, directors and secretaries of private and public companies can be fined and face criminal prosecution for failure to comply with the administrative, disclosure and filing requirements of the Companies Act 2006 now in force. In particular, it is also important to be aware of the changes that have taken place now that the Companies Act 2006 has been implemented.

Help is at hand

In addition to the incorporation services the team is able to:

- Prepare board minutes/ written resolutions, members resolutions and statutory forms.
- Organise the amendment to the memorandum or articles of association as required.
- Prepare papers for the increase in authorised and issued share capital.
- Assist with the preparation and filing of relevant statutory documents at Companies House.
- Preparing and maintaining registers of shareholders, directors and other statutory records.

Provision of company secretary

As a further service to its clients, Charles Russell has incorporated its own company, Halco Secretaries Limited, specifically to act as a company secretary. It provides a full range of secretarial services which can include all of the above as well as acting as company secretary. As company secretary we will file annual returns and other statutory documents at Companies House either in hard copy or electronically, giving notice of, for example, changes in officers and share capital and the registration of charges. We also provide regular reminders of key filing dates.

Provision of registered office

We also offer the provision of a registered office address and service address for directors, secretaries and LLP members where we provide such addresses we forward mail received to an agreed address.

Why Charles Russell?

For many companies, the requirements outlined above can be best handled by an efficient and dedicated company secretarial service. This is what Charles Russell aims to provide. With the help of a specially-designed computer software package configured for electronic filing, we can process returns and other forms for filing with maximum speed and the minimum of inconvenience. Registers and other records can be maintained and accessed quickly and filing dates monitored. Many of our clients already benefit from this professional approach.