

Company Secretarial

Keeping the paperwork in order and incorporating your needs

It's a risk to underrate the importance of the role of a company secretary.

As a private or public company director, you can be fined and face criminal prosecution if you fail to comply with the administrative, disclosure and filing requirements of the Companies Act 2006.

So to meet your obligations, and to give you one less thing to worry about, it is worth working with a law firm which offers a dedicated company secretarial service which can be tailored to your requirements.

Giving you peace of mind

The Company Secretarial team at Charles Russell provides a full range of company secretarial services, from the birth to the cessation of a company.

We can work with the director(s) or your company secretarial team. Or we can be a cost-effective alternative to an in-house department. Either way, we become a part of your team; working alongside you with the minimum of fuss.

Our company secretarial service includes:

- Acting as company secretary or providing company secretarial assistance.
- Providing a registered office address and mail forwarding facility.
- Providing a service address for the officers of a company.
- Preparing and maintaining registers of members, directors and other statutory records.
- Filing annual returns and other statutory documents at Companies House.
- Preparing formal board and Annual General Meeting minutes.

Our incorporation service includes:

- Preparation of the relevant documents for the incorporation of a private limited company using our precedent documents to include the appointment of the clients officers and intended name of the company from incorporation.
- Where required amendments to the Memorandum of Association and Articles of Association to tailor these for a clients needs.
- Filing relevant statutory documents at Companies House.
- Completed Statutory Registers, including draft first Board minutes/Written Resolutions in the Minute Book and Certificates for the members. We will also include a CD with the registers so that they can be edited when required.

Charles Russell can also provide PLCs, LLPs, companies limited by guarantee and residential management companies. In addition to this, we have a central register detailing the processes and costs involved in incorporating a private limited company (or their overseas equivalent) in an extensive number of jurisdictions around the world.

More information

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