

Why use the CRO Registered Office Service?

A company must have a Registered Office address that is available on the public register. This may or may not be the trading address of the business, but there are many circumstances where it is advantageous for the registered address to be different such as a company operating from the director's home address.

Where a client wishes to maintain a degree of confidentiality, we can provide a registered office for your company by providing a separate address for service of routine paperwork and official correspondence from authorities such as Companies House and the Inland Revenue.

Key Points:

- Protection from public disclosure of your personal or trading address
- Prevent large volumes of unsolicited marketing mail
- Ensure continuity of important official mail delivery if you change address
- Overseas customers benefit from an official UK address
- Protect against infringement of contracts if your home or business address is rented

The Service

This facility is intended solely as the address to be entered in the public record for the service of official routine mail only, and must not be presented as a trading address or for general business correspondence address. Whilst your stationery must show your registered address, it must not indicate this to be the only address for the business, and an alternative correspondence or trading address must also be shown on letters and web sites.

On average, official routine mail received at the registered office address should exceed no more than 6-10 items per annum, as experience shows that this applies to over 95% of our clients. Where the forwarding address is within the UK, up to 15 items of mail per year will be forwarded free of charge, unopened and without delay. Should this limit be exceeded, we will charge an additional £1.50+VAT per item. Where the forwarding address is outside the UK, we will charge postage on the first 15 items of mail sent, and thereafter a charge of £1.50+VAT for each item. If required, we can also arrange to screen out unwanted junk mail that is sent to your company.

Postage is charged and invoiced monthly in addition to the administration fees. We will dispatch your mail by Royal Mail in the UK or standard airmail for overseas clients unless instructed otherwise. If you prefer, we can hold your mail for delivery at a later date if you're away, or for personal collection.

If a correspondence address for the receipt of general mail is required you will need to order the **Mail Forwarding Service**.

If you are considering using this service, you may also be interested in our **Director Service Address** facility.