

## Outsource your company secretarial work to us and save hours of time and resources for as little as only £100+vat per annum for a single company

It is a requirement of the Companies Act that all UK registered companies must maintain various official registers and minutes of meetings of the company. The Statutory Registers of a company as they are known are comprised of a series of permanent registers that record personal details, appointments and resignations of Directors and the Company Secretary, along with records of shareholders, share allotments and transfers, and mortgages and charges registered against the company. A company's records should contain a series of statutory and non-statutory registers that give a full and clear understanding of the company's structure at any point in time.

The Statutory Registers **are a legal requirement** and failure to keep such records is a criminal offence. Any changes in the company's officers or shareholdings along with details of any financial mortgages, debentures or charges registered must be recorded in these registers and records of meetings held must be noted in the company's minute book.

In addition, there are many standard forms, resolutions and returns that must be properly executed and filed with the Registrar of Companies. Directors have a personal responsibility to ensure that all public filings required by the Companies Act are made promptly and accurately.

Our Managed Company Secretarial Service will help you maintain all the following records:

- Minutes and Resolutions for all events produced on request
- Companies House forms filed electronically
- Statutory Registers updated and maintained
- Pre-emptive production of confirmation statements
- All your limited company records always completely up to date
- Proactive reminders for confirmation statements and accounts due dates

We will also provide free advice and assistance on all aspects of statutory company matters.

### Protect Against Corporate Identity Fraud

**CRO Monitoring** is included to help identify any circumstances where unscrupulous operators fraudulently try to lodge documents such as directorship appointments for your company. This is an ever-increasing problem enabling criminals to open and operate bank accounts and conduct fraudulent transactions in your company name.

Our document monitoring service will keep an eye on your company and monitor documents as they are filed at Companies House. As soon as any document is filed, we will immediately check whether it is a legitimate filing, and if not we will take the appropriate action to rectify the problem on your behalf.