

A&R. Movers & Shakers

Registered Office and Company Secretarial Packages

Registered Office Service: By law, every Company is required to have a Registered Office to which Court, other official documentation and notices must be sent (section 86 of the Companies Act 2006). Adams & Remers can provide an address for your Registered Office.

What we can do for you

- We provide a mail forwarding service in which we will post to you by first class post all important mail that we receive as your Registered Office
- After checking your preferences, we will filter out and destroy all junk and other useless mail
- We keep back-up copies of all mail that we forward to you

Benefits

- Saves you valuable time by not having to sift through unwanted junk mail by ensuring that only important documents are forwarded to you
- We keep back-up copy documents for 6 years in case the originals are lost
- Prestige and convenience of using an established business address as your Registered Office
- Confidence that your mail will be dealt with in a fast and efficient manner
- No need to worry about post received while you are away from the office
- In the case of writs and other serious documents, we will contact you immediately by phone or email

Cost: £200 + VAT per annum

Straightforward services, with fees to match,
designed to simplify your business life

Company Secretarial Package. This service provides the function of Company Secretary to you. We will deal with all filings at Companies House and meet deadlines. We also keep your statutory books and registers up to date.

What we can do for you

- It's a two way process – where you provide us with details of any changes that you wish to make and we draft the necessary documents, file documents at Companies House and write up the company's statutory books and registers
- Preparation of all board minutes, resolutions and forms for basic company activities – such as a change in officers, registered office and accounting reference date, as well as basic share transfers
- Filing of documents and forms with Companies House. We use Companies House electronic Web-filing service. Our systems remind us of the due dates for your annual return and annual accounts filing deadlines
- We write up your statutory books and then store them in our fire-resistant, secure strong room

Benefits

- Peace of mind in knowing that your company's legal filing obligations will be met. No late filing penalties
- Our costs are fully inclusive - with no need for extra filing fees or other outlays
- Confidence that the company books and registers will be kept up-to-date and in a secure strong room
- Freed-up time to run your business rather than dealing with administrative matters
- A helping hand from experts in company administration

Cost: £500 + VAT per annum

OR £600 + VAT for our combined
Registered Office and Company Secretarial
Package

Find out more

If you would like to know more about these services and how they could match your business needs - contact our Company & Commercial team now at:

Adams & Remers Solicitors
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