



Company Secretarial

Our fixed price services



Accounts overdue? Annual Return not filed? Do you need company information urgently? Have you considered outsourcing your routine company secretarial work? By relieving you of most of the routine administrative burden, we can free you to concentrate on the bigger issues you face.

We can provide you with a full fixed price company secretarial service (for a private company) for £500 per annum plus any disbursements (Companies House fees etc). If you would prefer, we can just provide a registered office only service for £200 per annum plus disbursements. The full fixed price service includes:

- Preparing, storing and maintaining manual statutory registers and books, and maintaining parallel computer records.
- Holding the office of Company Secretary, if appropriate, via our nominee company, EPS Secretaries Limited.
- Providing a registered office address (our London office).
- Notifying Companies House of changes such as directors/secretary, accounting date, registered particulars etc.
- Preparing and filing annual returns.
- Preparing stock transfer forms and share certificates.
- Providing routine secretarial support e.g. Board and General Meeting Minutes, Resolutions, and Notice of Meetings.
- Preparing AGM documentation.

COMPANY FORMATIONS

We can incorporate private and public companies limited by shares, and companies limited by guarantee, usually within 24 hours or fast track them for a same day service (if instructions received before 12pm).

We can provide you with this service for £395 (£495 for a same day service). This fee includes an electronic version of the memorandum and articles of association as well as the certificate of incorporation. We can also provide you with statutory books which are the records that the company needs to keep. A blank set of statutory books costs £42 while a completed set of statutory books including the register of directors, secretaries and shareholders, first board minutes, share certificates and memorandum and articles of association in Word format costs £162. If statutory books require drafting for companies that we have not incorporated, a price will be given after a review of the company has been completed.

COMPANY DATA (DIRECT FROM COMPANIES HOUSE)

We can provide up to date company and director/secretary information, sourced directly from Companies House.

COMPANY LEGISLATION UPDATES

Backed by Nabarro's knowledge management processes, we are able to alert you to the implications of new legislation well before it comes into force.

All charges are subject to VAT



N A B A R R O
CLARITY MATTERS

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