

COMPANY SECRETARIAL SERVICES

It is important for company directors and shareholders to be aware of their obligations in filing certain information at Companies House and in complying with all requirements of the Companies Act 2006 such as keeping and maintaining accurate company records. Failure to comply can lead to companies being struck off the register at Companies House or even to the directors being prosecuted.

Mundays can assist you in complying with the requirements of the Companies Act 2006 and in implementing the changes which will be brought in over the next few months as the Small Business, Enterprise and Employment Act 2015 comes into force.

We offer fixed fee company formation and company secretarial services together with a full range of additional services as set out below. Please contact us or complete our company secretarial enquiry form and return it to us for more information and a fee estimate.

FORMATION OF A PRIVATE LIMITED COMPANY:

We will check the availability of the proposed name at Companies House; prepare the incorporation form INOI; appoint the directors and allot the subscriber shares; prepare the statutory registers in hard copy and electronic if required; issue the subscriber share certificates; and provide standard first board minutes. We can also amend the accounting reference date so that the first accounting period ends on a date of your choice.

We can either use standard articles of association or tailor these to your own requirements, for example to provide for more than one class of share. Please contact us for more information and a fee estimate.

REGISTERED OFFICE SERVICE:

We provide a registered office address facility at our Cobham office. We will receive and forward on post to a nominated person (within the United Kingdom) within three business days.

FORMATION OF A LIMITED LIABILITY PARTNERSHIP:

We will incorporate the LLP on form LLINOI with your members' details and provide statutory registers in hard copy and electronic if required. We are also able to prepare the LLP agreement to meet your specific requirements. Please contact us for more details and a fee estimate.

COMPANY SECRETARIAL SERVICE:

Our annual company secretarial service including preparation and filing of the annual return or annual confirmation statement at Companies House; processing up to four changes of director during the year, storage of the company's statutory registers and minute books.

Please contact Teresa Stansbury to discuss this further -
teresa.stansbury@mundays.co.uk 01932 590637

ADDITIONAL SERVICES:

We offer a full range of additional services:

- Articles of Association: drafting new articles or amendments to the existing articles to comply with the Companies Act 2006;
- Advice on company names: including checking availability of names at Companies House;
- Change of company name;
- Appointment and resignation of company directors or secretary;
- Share capital transactions: processing share allotments and transfers of shares; subdivision of share capital or redesignation of classes of shares;
- Board and shareholders' meeting minutes and resolutions;
- Dealing with filing requirements at Companies House relating to charges: registration of new charges and satisfaction of charges;
- Assistance with maintaining statutory registers: we can also help with the reconstruction of statutory registers, where these do not exist or are incomplete, using information obtained from Companies House or your own records;
- Updating of statutory registers following transactions;
- Preparation of documentation for company general meetings;
- Assisting with the voluntary strike off procedure for companies that are not trading and are no longer required;
- Administrative restoration of a company that has been struck off the register;
- Registering the formation of a UK establishment (branch office) for an overseas company.

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