



Company Secretarial Service

... making company law easy

We will ease the administrative burden of running a limited company and ensure that you do not fall foul of the Companies Act legislation by:

- ~~✍~~ Writing up and maintaining your Company Register and Share Register, including dealing with share transfers
- ~~✍~~ Preparing the Annual Return and all statutory forms for filing at Companies House, for example appointment and resignation of company directors – no fines or penalties for being late or getting things wrong
- ~~✍~~ Filing written resolutions, where appropriate, to do away with the need to hold annual meetings and the laying of accounts and reports before the company in general meeting –running the company is as easy as possible
- ~~✍~~ Keeping you fully informed about any relevant changes to the Companies Act –you always stay on the right side of company law
- ~~✍~~ Answering any questions you have, at any time, on any aspect of your responsibilities under the Companies Act –complete peace of mind
- ~~✍~~ Preparing minutes and vouchers of dividends voted throughout the year ensuring you comply with tax rules and legislation

In addition you may also use our address as your Registered Office which means that::

- ~~✍~~ You do not need to show your home/office address on your letterheads
- ~~✍~~ Any official documentation comes directly to us

Additional services, such as attending your meetings, can be provided.

Griffins

Chartered Accountants

Griffins Court 24-32 London Road Newbury Berkshire RG14 1JX
T 01635 265265 F 01635 265266/265260 E team@griffins.co.uk www.griffins.co.uk