



# Corporate Services

## Company Secretarial

Since the implementation of the Companies Act 2006, it is no longer mandatory for companies to have company secretaries. However, all companies still do have to keep statutory registers, maintain minutes of meetings and send forms and returns to Companies House. It's a time consuming and sometimes complicated legal requirement which we can undertake on your behalf with our new service.

### Our Service

The company secretarial services we provide can include:

- Formation and incorporation of a new private company (if required)
- Maintenance of statutory books
- Notification of deadlines for filing accounts and holding general meetings, if required
- Preparation and filing of annual returns
- Preparation of Companies House forms relating to changes in officers, registered office and accounting reference date (together with simple board meeting minutes relating to such changes)
- Lodging all duly signed documents with the Registrar of Companies arising from the above
- Production of board minutes to approve accounts or, where appropriate, the preparation of dormant company accounts (and associated board meeting minutes)
- Providing a registered office

### What does it involve?

Company Secretarial Service - should you wish, we are happy to be appointed company secretary of your company through our dedicated company, Berg Legal Secretaries Limited. However, we can provide our service without appointment. Simply hand over your company's statutory books, and we will do the rest.

Registered Office Facility - our Manchester city centre based offices could be the address of your company's registered office. Mail will be forwarded to you without delay, and if we are providing company secretarial services, we will deal with correspondence that falls within the scope of that service.

Company Incorporations - should you require a brand new company, either off the shelf or tailored to your requirements, simply ask us for a questionnaire and we can have a company ready, usually within 24 hours.

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## How much does it cost?

The annual fixed fee for the company secretarial services is £450 plus VAT and disbursements (for example, the Annual Return filing fee). The fixed annual fee for the registered office facility is £200 plus VAT. A company can be incorporated for the fixed fee of £500 plus VAT, which includes all expenses we will incur on your behalf (for example, Companies House charges).

## Why choose Berg Legal

- Berg Legal has provided high quality, cost effective corporate services to a client base ranging from private individuals and small growing businesses to blue chip organisations and public sector organisations for a number of years.
- Our corporate lawyers deal on a daily basis with company formation and incorporation issues that companies may face.
- Our team of dedicated corporate and commercial specialists are ranked by the major legal benchmark publications Chambers and Partners and Legal 500 (clients' guide to the UK legal profession 09/10).

## Who to contact:

For advice or further information about how we can help you please contact:

**Anne-Marie Bolan**

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