



## *Battens Company Secretarial Service*

Battens Company Secretarial Team offers a dedicated company secretarial service which is committed to offering practical, friendly, straightforward legal advice for all your company secretarial needs. The team has considerable experience in advising and assisting businesses, individuals and charities on all aspects of company formation and with the day-to-day running of a company.

### *Company Formations*

For a fixed fee, Battens can incorporate your company using a fast, electronic method, with minimal paperwork.

#### **Electronic Basic Incorporation**

**£150 + VAT plus £18 Companies House filing fee**

We will ask you for some basic information about the company that you want to form, such as what you want it to be called and who you want to run it. We will then prepare and submit the necessary paperwork electronically to have the company incorporated.

#### **What will you get?**

- a fully incorporated company
- Certificate of Incorporation
- Memorandum of Association
- Articles of Association (under the Companies Act 2006)
- your choice of directors and company secretary

Should you opt for this package and also wish to purchase statutory books, we can obtain these for you at an additional fee of £54 + VAT plus carriage.

#### **Electronic Full Incorporation**

**£325 + VAT plus £18 Companies House filing fee plus £54 + VAT plus carriage for statutory books**

In addition to the 'Electronic Basic Incorporation' package above, following incorporation, we can also carry out additional work to ensure that the new company conforms to current company regulations and help you to prepare for your first board meeting.

#### **What will you get?**

- a fully incorporated company
- Certificate of Incorporation
- Memorandum of Association
- Articles of Association (under the Companies Act 2006)
- your choice of directors and company secretary
- agenda for the First Board Meeting of the Company
- completed statutory registers



Mansion House  
Princes Street  
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The Bank House  
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26 St. Thomas Street  
**Weymouth**  
DT4 8EJ  
Tel: (01305) 774666  
Fax: (01305) 760423



Our Company Commercial Team is also able to offer bespoke services, such as tailored Articles of Association drafted to your requirements on Battens' usual terms and conditions. Please do therefore contact us for further details if this is something which you would like to discuss.

## *Company Secretarial Services*

Once your company is formed, for a fixed fee, Battens can offer you ongoing support for the day-to-day running of the company in a number of ways, including:

- the provision of a Registered Office address
- the provision of a Company Secretary
- the provision of a full Company Secretarial Service

### **Registered Office Address only**

**£120 per annum + VAT**

All companies in the UK are required to have a registered office. We can provide the Company with its registered office address and will forward all documents received on behalf of the Company to an address advised by you.

### **Full Company Secretarial service**

**£400 per annum + VAT**

The full Company Secretarial service includes the Registered Office service but also covers many of the ongoing tasks that are required to ensure that the Company's administration is compliant with current company law regulations throughout the year. This service includes:

- a Registered Office address
- forwarding reminders of important filing dates
- maintaining and updating Statutory Registers
- preparation of board minutes for routine matters\*
- filing the Accounts with Companies House (on instruction)
- change of accounting reference date (on instruction)
- a Company Secretary
- filing the Annual Return at Companies House
- routine Director appointments\*
- share allotments\*
- preparation of AGM agenda, board minute and proxy notice (on instruction)

\* up to 4 per year

For all new clients there will be a disbursement payable of approximately £2 for each Company in order to ensure compliance with anti-money laundering regulations.

Together with our highly skilled Company Commercial Team, we can also offer professional legal advice to your Company on any company matter on Battens' usual terms and conditions.

For further information on our Company Secretarial Services or any other Company Commercial Services that Battens can provide, please contact:

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