Andrew Jackson
Solicitors LLP

Company secretarial packages

Our Company Secretarial services allow you to focus on running your business, safe in the knowledge that our dedicated team is here to ensure your compliance in an ever-changing regulatory landscape.

Secretarial services you can trust

From observing and attending company board meetings to navigating liaison with Companies House, to adhoc advice on annual filings or any other aspect of secretarial services, our team is here to support your business with trusted advice.

Increasingly, clients are seeking a working partnership with legal advisors who also have the depth and breadth of experience sitting on company boards, who are well placed to keep your business up to date and fully compliant through the provision of company secretarial services.

How can we help you?

The table overleaf outlines our suite of secretarial services, which are designed to help in your ongoing compliance with the statutory regime.

Our services can be provided annually, on a retainer basis, or we can work with you to design a package of support that is built around your particular requirements. As a full service legal firm, we can also connect you with any of our colleagues and wider professional network, should these introductions be of benefit to your business.

A range of other company secretarial services are available to our annual compliance subscribers at fixed rates, including in relation to company formations and share issues and transfers.

All prices are detailed exclusive of VAT and disbursements. Additional services may be available and will be priced on request.

Please remember our team is always here to help you. Contact the Company Secretarial Services team today to find out more about how we can support you in running your business, safe in the knowledge that your interests are protected.

Nicole Waldron

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Or email **Hannah Todd** on **Hannah.Todd@andrewjackson.co.uk**. You can also reach the wider Company Secretarial team on **Cosec@andrewjackson.co.uk.**

Annual Services

Annual Compliance This package promotes compliance with Companies Act 2006 and includes: • maintaining your company's statutory registers in compliance with the current requirements of the Companies Act 2006; • providing timely reminders for the preparation of your company's accounts; and • providing timely reminders and preparing and filing your company's Confirmation Statement. There are various optional extras that can be added to this package (service addresses, registered office/SAIL address etc).	**£200 per company**
Registered Office Address Our office address will appear on the public register as the registered office of the company. As this is a registered office service (and not a typical PO Box service) its use is reserved primarily for official correspondence; as such the service includes the posting of up to five items per year with anything over and above that being charged at a rate of £7.50 (plus VAT and disbursements) per item.	**£100 per company**
Director's Service Address Our office address will appear on the public register (rather than a director's personal address). As this is a service address (and not a typical PO Box) its use is reserved primarily for official correspondence; as such the service includes the posting of up to five items per year with anything over and above that being charged at a rate of £7.50 (plus VAT and disbursements) per item.	**£100 per company**
Appointment of or Voluntary Removal of Officer; includes • Production of Board Minutes (if required); and • Companies House filings.	**£75 per officer**
Appointment of PSC/RLE (UK based PSC/RLE only); includes • Production of Board Minutes (if required); • Notification Letter(s); and • Companies House filings.	**£75 per appointment. POA where identification of the PSC/RLE includes non-UK persons or entities.**
Removal of or changes of details of PSC/RLE (UK based PSC/RLE only); includes • Production of Board Minutes (if required); and • Companies House filings.	**£25 per officer. POA where identification of the PSC/RLE includes non-UK persons or entities.**
Change of Officer details; includes • Companies House filings	**£25 per officer**
Change of Registered Office; includes • Production of Board Minutes (if required); and • Companies House filings.	**£75**
Change of Accounting Reference Date; includes • Production of Board Minutes (if required); and • Companies House filings.	**£75**
Change of Company Name; includes • Checking availability of the name; • Board Minutes; • Shareholder Resolution; and • Companies House filings.	**£100**
Satisfaction of Historic Charges at Companies House	**£50 per charge with existing charge holder consent; otherwise POA.**

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