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EXTERNAL COMPANY SECRETARIAL SERVICE

- ✓ Having one's Registered Office with a Solicitor creates a formal legal impression on outsiders, building confidence and stature
- ✓ External Registered office means:
 - you will never miss any important documents, e.g. Court papers, Companies House warnings
 - you will never be confused by unnecessary documents, e.g. spoof legal letters, "junk" mailings
- ✓ Ease of Company Administration – I use state-of-the-art electronic systems, and have access to a range of Company Forms. I also create and keep your Statutory Registers
- ✓ Assistance with all simple company law matters, e.g. changes in officers; simple forms such as Annual Returns, dormant company accounts
- ✓ Adding an independent officer helps and relieves pressure on Directors

- × Low cost - £100 + VAT p.a. (far less than any missed-deadline penalty)
- × There is no:
 - loss of control – as Company Secretary I have no "say" in the management of the businesses I represent
 - spreading of ownership – accepting the office of Company Secretary gives me no right or interest in the Company

I would be very glad to discuss this further with any of my clients.

Yours Faithfully,



Jonathan Mounteney – Solicitor

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