



COMPANY SECRETARIAL FACT SHEET

Penningtons Manches has a specialist company secretarial department which provides support to a portfolio of UK and overseas based companies of all sizes.

We act for a broad range of corporate entities including public companies, charities, LLPs and branches of overseas companies (now known as 'UK Establishments').

In many cases we provide a full compliance service dealing with all Companies House filings, board minutes and shareholder resolutions, changes to the constitution, acting as nominee company secretary (in the case of limited companies) and providing a registered office address, ensuring that the client company is at all times compliant and up to date with its statutory obligations.

COMPANY FORMATION SERVICES

- Companies limited by shares
- Companies limited by guarantee
- Residents' property management companies
- Public limited companies
- Limited liability partnerships

COMPANY SECRETARIAL SERVICES

- Annual statutory compliance service includes Confirmation Statement preparation and filing; maintenance of statutory registers on company secretarial software; filing of annual accounts or preparation and filing of dormant accounts
- Acting as nominee company secretary
- Event driven compliance filings
- People with Significant Control notifications

REGISTERED OFFICE SERVICE

- Provision of a registered office address; provision of director's service address

REGISTRATION OF A UK ESTABLISHMENT

- Registration and maintenance of a UK Establishment for overseas companies

AGENT FOR SERVICE OF LEGAL PROCESS

- Acting as agent for service of legal process for overseas companies which require a UK address to be served legal documents executed under UK law

COMPANY SEARCHES

- Searches undertaken on UK and overseas companies and UK directors

SPECIAL SERVICES

- Change of company name
- Drafting articles of association
- Minuting board meetings
- Arranging and attending shareholder meetings
- Re-registering companies
- Restorations and dissolutions
- Reconstituting and reviewing statutory registers

FIND OUT MORE

For further information, please contact:

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