

Company Secretarial Service



HRC Law's company secretarial service ensures that your routine company secretarial requirements are dealt with efficiently and promptly by our experienced team.

Our annual Company Secretarial package includes:

- the preparation and filing of your company's confirmation statement;
- updating and maintaining your company's statutory registers (following any changes notified to us);
- deadline reminder for statutory accounts and confirmation statement filing;
- providing a Single Alternative Inspection Location and informing the Registrar of Companies that we hold the statutory records at our offices;
- document monitoring at Companies House to help ensure your company's records are not being fraudulently amended;
- preparation of relevant AGM notices, board minutes and shareholder meeting minutes (our attendance at your AGM can also be arranged for an additional fee) if required; and
- a helpline to our team for queries relating to the above.

Our annual fee for this service starts from £400 plus VAT and disbursements per company.

Discounts apply to groups of companies and we would be delighted to discuss your individual requirements and provide you with a bespoke fee proposal.

Below are the contact details of the people who will be the first port of call to help you with your company's Company Secretarial needs:

Name	Telephone	Email
Joe Rogers	0161 358 0553	joerogers@hrclaw.co.uk
Jennifer Kelly	0161 358 0547	jenniferkelly@hrclaw.co.uk

In addition to our Company Secretarial package, our team can also offer bespoke "bolt-on" assistance to your company and its group, whether that be taking care of the various Companies House filings which may arise from time to time, the incorporation of subsidiary companies or the appointment/termination of directors - for further details on our offering and fees please contact one of the team.