



Everyman Legal Limited:  
Company Secretarial Service



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# Everyman Legal Limited: Company Secretarial Service

Companies are required by law to retain an up to date copy of their records at their registered office (or such other location as notified to Companies House). These company records, which are commonly called the Statutory Books or Statutory Registers, include the Register of Members and Register of Directors which have the details of the individual shareholders and directors of the company. The Register of Members is very important: the persons named in that Register are the owners of the shares in the Company. It is very important that these Registers are kept accurately and up to date. Failure to keep such records also means an offence has been committed by each officer of the company.

Everyman Legal uses Waterlow's CoSec Online company secretarial service to store our clients' Statutory Registers and to make routine electronic filings at Companies House. The benefit of this service is that Everyman Legal is able cost effectively and efficiently to manage these statutory filings so our clients do not have to, which saves our clients' time and money.

## **Our Services**

Everyman Legal provides the following services:

### **Registered office service (optional)**

We can arrange for the change of your registered office to our address, meaning that we will deal directly with any communication sent to companies, eliminating the need for you to forward information to us. A charge of £75 is made for this service.

### **Keeping statutory registers up-to-date**

With your co-operation, we will keep your registers up-to-date and process changes to the Company. Please note that this service does not include any services ancillary to updating the registers, such as advising in connection with employment matters or the terms on a new issue of shares.

### **Filings**

We will make filings on your behalf relating to changes in a company's officer details and appointments,

allotment of shares, the registered office address or the accounting reference date. Most forms can now be filed electronically rather than in paper format. Please note this service does not include any ancillary services such as advising in connection with the amendment of Articles or any filings that are required due to transactions conducted outside the ordinary course of business such as the sale of the Company.

### **Deadlines**

We will keep you advised of any statutory deadlines such as the date for filing of Annual Returns. Please note that we do not file accounts on your behalf (your accounting advisers or auditors will do this for you).

### **Online access/ Hard copy statutory records**

We can provide you and your employees with remote access to view and print the Company's statutory books and filings. You will be given a secure username and password which will enable you to view the up-to-date registers of your company, its directors and shareholders from any computer connected to the internet.

Alternatively we can provide you with a hard copy of your statutory books and send you updates either via email or by post.

### **Company Secretary**

There is now no obligation for companies to appoint a company secretary. However for some companies a qualified Company Secretary can be a useful service. We can provide this service if required and will agree a specific fee for this service as your company secretary to facilitate the filing of any documents that cannot be filed electronically.

### **Fees**

Everyman Legal charges, at the date of this Fact Sheet, an annual fee of £90 plus VAT for the above service which does not include the annual return filing fee (currently £15 for electronic filing). You will note that the Registered Office Service and Company Secretary Service will incur further fees.

### **Security**

The CoSec Online service is internet-based, which means that your corporate information (including the names and residential addresses of your directors and shareholders) will be stored on a third party server. Everyman Legal has satisfied itself as to the security measures in place to protect the security of your information.

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November 2011

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