

Company Secretarial Services



Your trusted
legal partner



Regulatory compliance. A chore for many business owners, but an unfortunate necessity. While you just want to get on with the task of running your business, you're having to spend valuable time ensuring your company isn't falling foul of an ever-growing raft of regulations.

But don't worry, help is at hand. Our specialist team at Swinburne Maddison offers a bespoke package of company secretarial services which helps you attend to issues of compliance and good housekeeping, freeing up your time to get on with your day job.

Made up of senior and junior members of our corporate department, our team takes care to ensure you're always on the right side of the law, making sure your company records are kept in accordance with the Companies Act 2006, and, in some cases, other key legislation.

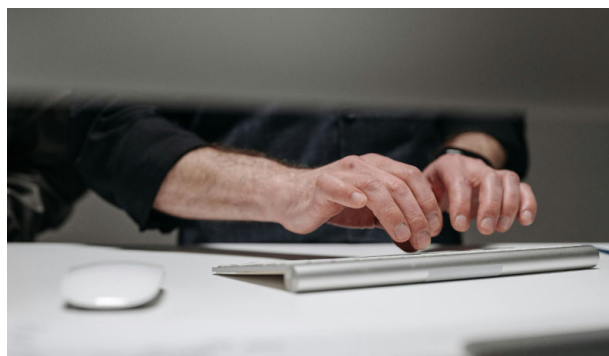


“ The Swinburne Maddison corporate and commercial team provides the most high quality and professional service that I have ever encountered, anywhere, in my 25 years in business. I would recommend them, without reservation. ”

How can we help

As part of our offering, we can provide the following services:

- Maintain your statutory books and registers
- File an annual confirmation statement
- Attend to housekeeping tasks such as preparing minutes and filing details of director appointments and resignations
- Ensure you have the correct, up to date information available to you and that your company records are kept up to date in accordance with the legal obligations imposed upon the company's directors



The most effective way to protect your business from non-compliance is to use our company secretarial services on an ongoing basis as the cost of correcting records or reconstituting statutory books and registers at a later date is usually far greater than our annual fee. Having up to date records will also save time and money as part of any future legal processes.

What are company secretarial services?

Company secretarial services are an important component of business administration. They can highlight strong corporate governance, effective administration and an ability to comply with regulation – all qualities associated with an efficient, well-run business.

So, why is it important to have access to a company secretarial service?



- A company is required to maintain accurate records with The Registrar of Companies as part of obligations arising under the Companies Act 2006
- A company's records ultimately define a company so it's a central requirement that these records are maintained correctly and kept up to date. These include:
 - records of directors' appointments, resignations and amendments
 - details of the company's registered office address
 - the company's register of people with significant control
 - location of the company's statutory registers
- A company's confirmation statement needs to be filed once a year, providing a snapshot of the status of the business in terms of directorship and control at that point in time
- In addition to the above, it's a statutory requirement to maintain certain physical or electronic registers in relation to:
 - directors
 - directors' residential addresses
 - secretaries
 - members
 - people with significant control

Each register must be accessible to the public.

Get in touch with our friendly team on 0191 384 2441 to find out more.