

Complying with corporate statutory obligations is not an insignificant responsibility and can be time-consuming. There are serious consequences for companies that fail to comply, including automatic strike-off by the Registrar of Companies House. Directors can also be prosecuted and/or disqualified for up to 15 years.

There are a variety of service providers that offer company secretarial support but, as experienced corporate law specialists, we can expertly manage these requirements along with any ancillary or related corporate matters, allowing you to concentrate on operating your business.

For company secretarial services, we offer three packages: Standard, Premium and Ultimate.

Standard

This package provides a registered office address at Connect House, London SW19 7JY. This is where all official documents for the company will be sent. Please note that you can continue to use an alternative trading address for the company.

We will forward all correspondences received at the registered office after screening junk mail. We will also hold your company registers in a compliant format and provide prints on request.

Premium

The premium package includes the benefits of our standard package, but we will also:

- Regularly update your statutory registers with any changes made at Companies House.
- Prepare and submit the annual confirmation statement to Companies House. Before submission, we will seek approval that the information at Companies House is correct.
- Prepare and file notices of all director appointments and resignations at Companies House (and update your register of directors to reflect such changes).
- Prepare and file any PSC changes (at Companies House and in your PSC register).
- Prepare dormant company accounts (if appropriate) and provide these to you for approval. Once returned, we will file the dormant company accounts at Companies House.

Ultimate

This is our most comprehensive package. It includes full maintenance of the company's statutory books (the official record of the company) and a yearly review with a solicitor. The package provides all of the benefits of the Standard and Premium packages along with:

- Upon notification from you of any relevant changes:
 - updating statutory books (including the members' register, the registers of transfers and allotments and the register of charges and debentures); and
 - making all necessary filings with Companies House that can be completed electronically (other than statutory accounts unless they are dormant accounts).
- The issue of share certificates to any new shareholders.
- The issue of dividend vouchers to shareholders.
- Upon request, the preparation of stock transfer forms prior to them being sent (if applicable) to HMRC for stamping and filing in statutory books.
- An annual review with a lawyer in our corporate team to discuss any questions, requirements or changes relating to your company and to identify the actions to deal with such requirements and/or changes.

Below is a comparison of our packages and prices.

Company Secretarial Services		
Standard	Premium	Ultimate
A registered office address in London (SW19)	✓	✓
Forward all correspondences received	✓	✓
Hold company registers	✓	✓
	Regularly update registers with changes at Companies House	✓
	Prepare / submit annual confirmation statement	✓
	File notices of director and PSC changes at Companies House	✓
	Prepare dormant company accounts (if appropriate) and submit to Companies House	✓
		Full maintenance of company books, including registers of allotments / transfers and charges / debentures
		Make all filings with CH that can be made electronically
		Upon request prepare stock transfer forms for submission to HMRC
		Prepare share certificates for new shareholders
		Prepare dividend vouchers
		One-hour annual review with a corporate lawyer
£450 + VAT	£695 + VAT	£1,395 + VAT

All packages are subject to Morrisons' terms of engagement and standard Terms of Business, which are available on request. Payment of fees is annually in advance.

Key Contacts



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