

How We Can Help You

Every UK company has to comply with a complex array of administrative requirements regarding such matters as the maintenance of statutory records, the filing of accounts and annual returns at Companies House and the holding of board and shareholders' meetings.

At Barlow Robbins LLP, we appreciate that for busy professionals it is often easy to overlook compliance requirements, particularly if you do not have the benefit of expert in-house experience. This could be a costly mistake.

Failure to comply with the provisions in the Companies Acts relating to company administration can lead to fines for both secretaries and directors and ultimately, following serious breaches in the case of directors, to disqualification. Additionally, if accounts are filed late, automatic fines are levied against the company.

It is very important therefore that you devote time and effort to ensuring that your administrative affairs are in order. We can help you to achieve this.

We can provide a registered office address (including receipt and forwarding of mail) and can act as company secretary. In addition we can provide a full secretarial service to deal with many of the administrative tasks including:

- ♦ Safe custody of statutory books and seal
- ♦ Preparation of year end board and annual general meeting minutes, notices and proxies
- ♦ Preparation and filing of annual returns

Where we provide a full secretarial service, we can also file your Companies House forms online at Companies House. To enable us to act as the presenter for filing such information at Companies House, we will need to submit a letter of consent from the company, confirming that you give our practice authority to deliver information on the company's behalf. We can provide you with a draft letter for this purpose by post or e-mail, so that you can arrange for it to be printed on your company's letterhead and signed by a director/secretary of the company.

We can advise on the adoption of the 'elective regime' which was introduced by the Companies Act 1989 to simplify procedures. The 1989 Act made it possible to elect to dispense with many formalities (such as the requirement to hold an AGM). This is particularly suitable for private companies with one or two shareholders and for wholly owned subsidiaries of groups of companies.

In addition, we are able to advise upon and deal with all formalities for a change in corporate structure and would be pleased to discuss this with you on request.

If you would like any further information, please contact Sonya Gillespie or a member of the Corporate Team.