

Company secretarial service

Thomas Eggar LLP provides company secretarial services using Thomas Eggar Secretaries Limited (**TESL**), a company wholly owned by the firm.

TESL will act as the Company Secretary and provide this firm's address as the registered office address for your company.

As such, TESL will be responsible for:

- (a) ensuring that all returns required by the Companies Act are made to the Registrar of Companies within the prescribed time limits;
- (b) maintaining the Company's statutory registers and records. The Companies Act requires certain documents to be available for inspection and, unless an alternative address is registered with Companies House, these documents must be kept at the registered office.
 - (i) the Register of Members;
 - (ii) the Register of Directors and Secretaries;
 - (iii) the Register of Charges, including copies of the documents creating the charges;
 - (iv) records of resolutions and meetings from 10 years from the date of the resolution, meeting or decision; and
 - (v) copies of directors' service contracts.

TESL will also be responsible for forwarding to you any post received at the registered office.

TESL will take responsibility for preparing and filing annual returns and statutory forms in relation to changes in the situation of the registered office and company officers. Please note we do not accept any responsibility for filing the account other than forwarding to you any reminders received from Companies House.

For dormant companies we can prepare and file annual accounts and Board Minutes to approve the accounts for an additional fee of £100 plus VAT.

For companies which have traded throughout the year our Tax and Trust Department are able to prepare annual accounts for submission to HMRC and Companies House. The cost of this service starts at £500 and is based on records maintained, the number of transactions during the year and other assistance required.

Thomas Eggar Secretaries Limited's fees are as set out below:

| Company type | Fee PA* |
|---|---------|
| Dormant company, to include filing accounts | £350 |
| Small private company, excluding accounts | £450 |
| Management Companies, excluding accounts – to include a maximum of 12 allotments or transfers p.a. Each additional allotment or transfer will be charged at an hourly rate. | £650 |
| Unlisted public limited company | £650 |
| Acting as service address for individual director | £75 |

*all fees are subject to VAT

The above fees are relevant in most circumstances but if your company's affairs are complex we will provide you with an appropriate fee estimate.

Contact us

Emma Pond
Company Secretarial Assistant

Tel: 01293 742 929
emma.pond@thomaseggar.com

Alison Molloy
Legal Assistant

Tel: 01293 742 771
alison.molloy@thomaseggar.com