

twm

solicitors

# Company Formation and Company Secretarial Services



# Introduction

TWM Corporate Services Ltd was set up specifically to help in the formation of companies and to provide directors with the necessary support to meet their ongoing statutory obligations.

We provide this service to a wide range of privately owned companies (whether limited by shares or guarantee) and partnerships. The benefits of coming to TWM for these services are:

- You have direct access to a named contact in the team to handle any issues that arise
- Should the company need to change its structure, or review its fundamental reason for being, lawyers in TWM's Business Law team are on hand to advise.

Company Formation	
<b>Private Limited Company (Limited by Shares)</b>	<p>Our role is to:</p> <ul style="list-style-type: none"><li>• Understand your company formation requirements</li><li>• Complete, check and file all Companies House incorporation documents</li><li>• Write up the statutory registers in accordance with the Companies Act 2006, in hard copy format and electronic copy upon request</li><li>• Provide hard copy company books (comprising the aforementioned statutory registers)</li><li>• Provide first board minutes</li><li>• Provide share certificates.</li></ul>
<b>Private Limited Company (Limited by Guarantee)</b>	<p>Our role is to:</p> <ul style="list-style-type: none"><li>• Understand your company formation requirements</li><li>• Complete, check and file all Companies House incorporation documents</li><li>• Write up the statutory registers in accordance with the Companies Act 2006, in hard copy format and electronic copy upon request</li><li>• Provide hard copy company books (comprising the aforementioned statutory registers)</li><li>• Provide first board minutes</li><li>• Provide membership certificates.</li></ul>
<b>Limited Liability Partnership</b>	<p>Our role is to:</p> <ul style="list-style-type: none"><li>• Understand your partnership formation requirements</li><li>• Complete, check and file all Companies House incorporation documents</li><li>• Write up the statutory registers in accordance with the Limited Liability Partnerships Act 2000, in hard copy format and electronic copy upon request</li><li>• Provide hard copy company books (comprising the aforementioned statutory registers).</li></ul>

## Company Secretarial

### Company Secretarial Service

- Provision of corporate nominee Company Secretary
- Electronic and/or hard copy filing at Companies House
- Preparing and filing annual confirmation statement
- Preparing and filing accounts of dormant companies, which have been dormant since incorporation, or since the last financial year
- Maintenance of statutory registers in accordance with Companies Act 2006 or Limited Liability Partnerships Act 2000 (as applicable).

£250 plus VAT per annum.

## Registered Office

### TWM Solicitors Guildford Office

- Acting as the registered office address of the company
- Receiving mail addressed to the company
- Filtering out junk mail received for the company and sending you only important letters and notices addressed to the company, or dealing with them in accordance with your instructions.

£250 plus VAT per annum.

## Combined Service

### Company Secretarial Service in conjunction with Registered Office

Includes a combination of the Company Secretarial and Registered Office services listed above.

£400 plus VAT (discounted) per annum.

## Director's Service Address

### TWM Solicitors Guildford Office

- Providing use of our Guildford office as the service address of any director, including forwarding any letters or notices received
- This service eradicates the need for a director to use their residential address as their service address, therefore preventing their residential address being made publicly available.

First director free - additional directors at £50 plus VAT per director per annum.

### Additional Work Required

- Share allotments or transfers
- Preparation of board minutes
- Preparing general meeting papers
- Dealing with substantial or numerous changes (i.e. director changes)
- Amendments to Articles of Association
- Drafting an LLP or Partnership Agreement
- Preparing resolution papers
- Preparing Shareholders Agreements.

Charged on a time basis - please contact us and we will be pleased to provide you with a quote.

The above charges for Company Secretarial, Registered Office and Director's Service Address are payable on an annual basis, in advance, and are non-refundable.

Same day service is not guaranteed by Companies House and is reliant on the incorporation information being provided to TWM Solicitors prior to 1.30 pm on business days (for electronic incorporations).

## Contact us

For further information about our Company Formation and Company Secretarial Services, please email [company.secretarial@twmsolicitors.com](mailto:company.secretarial@twmsolicitors.com), or get in touch with your usual contact at TWM Solicitors.



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Information contained in this document is correct at time of publishing (08/21) but may be subject to change.