

The logo for twm solicitors, featuring the lowercase letters 'twm' in white on a red background, followed by the word 'solicitors' in white on a dark blue background.

Company formation & 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 focus on running your business, knowing experts are looking after the company from an administrative perspective;
- We have a dedicated team that provides a personal service, ensuring that all statutory requirements are complied with, in particular in respect of Companies House statutory filings;

- 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; and
- TWM is a full service law firm providing a one stop shop for all of your legal needs.

To make a general enquiry, email a member of our team and we will ensure a prompt response company.secretarial@twmsolicitors.com or call 01483 752700.

Company Formation

Private Limited Company
(limited by shares)

Our role is to:

- Understand your company formation requirements
- Complete, check and file all Companies House incorporation documents
- Write up the statutory registers in accordance with the Companies Act 2006, in hard copy format and electronic copy upon request
- Provide hard copy company books (comprising the aforementioned statutory registers)
- Provide first board minutes

Private Limited Company
(limited by guarantee) / Right
to Manage Company

Our role is to:

- Understand your company formation requirements
- Complete, check and file all Companies House incorporation documents
- Write up the statutory registers in accordance with the Companies Act 2006, in hard copy format and electronic copy upon request
- Provide hard copy company books (comprising the aforementioned statutory registers)
- Provide first board minutes

Limited Liability Partnership

Our role is to:

- Understand your partnership formation requirements
- Complete, check and file all Companies House incorporation documents
- Write up the statutory registers in accordance with the Limited Liability Partnerships Act 2000, in hard copy format and electronic copy upon request
- Provide hard copy company books (comprising the aforementioned statutory registers)



Company Secretarial

Company Secretarial service	<ul style="list-style-type: none"> • Provision of corporate nominee Company Secretary • Electronic and/or hard copy filing at Companies House • Preparing and filing annual return • 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
Company Secretarial service in conjunction with Registered Office		£400 plus VAT (discounted) per annum

Registered Office

TWM Solicitors Guildford office	<ul style="list-style-type: none"> • 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
In conjunction with company secretarial service		A reduced price of £150 plus VAT per annum

Director's service address

TWM Solicitors Guildford office	<ul style="list-style-type: none"> • 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
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Additional work required

<ul style="list-style-type: none"> • Share allotments or transfers • Preparation of board minutes and attendance at board meetings (if required and upon request) • Preparing general meeting papers • Dealing with substantial or numerous changes (ie Director changes) • Amendments to Articles of Association • Drafting an LLP or partnership agreement • Preparing resolution papers 	Charged on a time basis – please contact for a quote
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Please email company.secretarial@twmsolicitors.com or telephone 01483 752700 for more information.

The above charges for company secretarial, registered office and director's, 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 us prior to 1.30pm on business days (for electronic incorporations)