

**DWF Company Secretarial has over 20 years' experience within the professional services market. We are able to offer comprehensive support at cost effective rates, and have extensive knowledge of working on a wide range of company secretarial matters.**

We operate on a fixed fee basis, providing full visibility of costs, allowing you to plan and effectively manage your budget. By streamlining our services we have been able to put a competitive fee structure in place, which in many cases is **20% less** than that of other external providers.

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## Our experience

Our dedicated team has over 20 years' experience in the legal services industry and a wide-ranging client portfolio, from large multi-national companies to stand-alone UK based businesses.

- We provide our clients with a full company secretarial offering, advising on routine compliance matters to more technical requests.
- Typical matters we can assist with include, (but are not limited to), company formations, maintenance of statutory records, corporate health checks, reconstitution of statutory records, review of and amendments to constitutional documents, company dissolutions, and company restorations.
- Our team works closely with our DWF colleagues, ensuring that the knowledge we have of your business can be easily shared across teams.

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## Services

Our services have been tailored to remove the daily administrative burden companies face in remaining compliant with CA2006 (and other legal regulations), enabling you to focus on the day-to-day running of your business.

### Annual compliance service

This service covers all company secretarial obligations so as to ensure that your company remains in good legal standing, and includes:

- Maintaining your company's statutory records using Diligent Entities, which is the leading specialist company secretarial software.
- Keeping you up to date with key compliance filing deadlines, including:

- Preparing and filing the company's annual Confirmation Statement (form CS01);
- Drafting board minutes to confirm approval of the company's annual report and accounts, and
- Assisting with the filing of accounts if required.
- Providing you with online access to your company's statutory records, enabling you to review the information held and produce reports at any time.
- Assisting with the preparation of documents to effect routine changes to the company, for example, the appointment and resignation of directors, allotment of shares, and share transfers.

We can also provide a named company secretary, which would be in addition to the annual compliance service.

### Corporate health check

As part of this service, we will carry out a full review of your company's statutory records, and provide you with a high-level report detailing any discrepancies identified against the information held at the Companies Registry.

Following completion of the corporate health check, we will advise you on any remedial work to be carried out, and will work closely with you to ensure that the required filings are made and your company remains compliant.

### Registered office service

Our registered office service includes:

- The use of our Manchester office address as the company's registered office.
- Forwarding all mail received to a nominated address (by email) within 24 hours of receipt.

We can also provide the company's directors with a service address, which works on a similar basis to the registered office service.

### Non-routine board minutes and resolutions

We are able to provide support on any ad hoc company secretarial requests, such as:

- Change of company name
- Amendments to the company's constitutional documents
- Amendments to the share capital of the company
- Cash repatriations, such as dividend distributions and capital contributions
- Reconstitution of statutory records
- Company dissolutions
- Company restorations.

Our fees vary depending on the complexity of the matter. We will work closely with you to fully scope the matter and provide a fixed fee quote in advance of completing the work.

### Company incorporations

New company incorporation requests (received by 12.00pm) are typically processed on a **same day basis**, and include:

- Company name availability check, carried out via the Companies Registry.
- Registration of the new company with the following:
  - correct company name, officers, shareholders and PSC;
  - DWF's standard Articles of Association which have been prepared in accordance with the Model Articles of Association.
- Preparation of the company's first board minutes, resolutions and share certificates.
- Providing you with the company's statutory records (in hard copy, if required).

### AGM services

We can provide a full suite of documents for your Annual General Meeting, tailored to your particular circumstances.

The documents that we can provide include the notices for the

meeting, proxy forms, resolutions, minutes, chairman's script, poll forms and any other documents which may be required. As part of the service, we offer the use of one of our office meeting rooms.

## Pricing

Service	Price *
Annual Compliance	£500 per company, per year
Named Company Secretary	£200 per company, per year
Registered Office	£400 per company, per year
Director's Service Address	£200 per individual, per year
Corporate Health Check	From £350 per company
Company Incorporations	£450 per incorporation (inclusive of disbursements)
Transactional Support	Fixed fee quotation on request.
AGM Support	From £1,000 per year.

Please note that we are happy to offer a reduced rate, depending on the level of support being requested.

\* The above are exclusive of disbs and VAT (with the exception of Company Incorporations).

## Testimonial

“ DWF Company Secretarial provide our UK group subsidiaries with a comprehensive compliance service. The service is cost effective, and it's reassuring for us to know that our registers are being maintained in an efficient way. The team are also able to provide us with support in terms of more technical queries if needed. ”

**Paul Edwards, Chief Financial Officer, Tatton Asset Management**

## Contacts



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