



Company Secretarial

Take time
to focus
on what you
do best!





At a glance

The role of a company secretary is critical in ensuring the smooth functioning of the company and avoiding legal issues.

Company secretarial services play a pivotal role in ensuring that a company adheres to its legal and regulatory requirements, maintains proper corporate governance, and operates smoothly. It's important for companies to have a dedicated individual or service provider to fulfil these responsibilities effectively.



Company Secretarial

Our Services



Statutory Compliance - Handle company's compliance including corporate governance, company law, and industry-specific regulations.

Board Meetings and Shareholder Meetings - Organises and prepares board/shareholder meetings. Draft agendas, minutes, and resolutions.

Company Records - Keeping records of shareholders, directors, company accounts, and others required by law.

Filing Requirements - Preparation and filing of various legal documents, annual returns, financial statements, changes structure or management.

Communication with Regulatory Authorities - Ensuring that the company's information is accurate and up-to-date in official records.

Advisory Role - Advice to directors and management on legal and regulatory matters - explaining their responsibilities and potential risks.

Record Keeping - Keep track of important documents, contracts, and agreements is crucial for legal and audit purposes.

Conflict of Interest Management - Manage and mitigate conflicts of interest among directors, shareholders, and the company itself.

Dissolution and Liquidation - Follow appropriate legal procedures in the unfortunate event that a company needs to be dissolved or liquidated.

The Benefits



Outsourcing company secretarial services can offer several benefits to businesses, particularly for smaller companies or those looking to streamline their operations. Here are some advantages of outsourcing these services:

- Expertise & Experience
- Reduced Administrative Burden
- Risk Mitigation
- Global Reach
- Confidentiality
- Efficiency & Accuracy
- Access to Best Practices
- Consistency
- Regulatory Updates
- Peace of Mind

Get in Touch!

Do you want to talk about our Company Secretarial Services? Give us a call and we will be happy to have a conversation with you about our service.

Email: info@forrester-boyd.co.uk
Website: www.forrester-boyd.co.uk



info@forrester-boyd.co.uk

Plus



ADVANCED tools and technology



Cost efficiencies and SAVINGS



TIME to spend on core competencies



SCALABLE and FLEXIBLE to your needs