

Company Secretarial

We provide a full range of company secretarial support services through the life of a company, from incorporation to striking off and dissolution. The service is run by qualified Chartered Secretaries (ACIS/FCIS) and advisors to public and private companies.

Our Services

1. Online access to Companies House (and other research databases)

- Company and branch enquiries
- Director/ Secretary/ Shareholder enquiries
- Searches: Company accounts/Annual Returns/Loans and Security/ Documents Filed/ Name Checks/ Credit Checks/ Financial Analysis
- Competition and industry sector analysis

2. Incorporation

- Tailor made companies
- Ready made companies (with change of name if required)
- Formation of limited liability partnerships
- Name checks to ensure name availability and compliance
- Overseas company registration

3. Company Maintenance

- Completion of annual returns
- Preparation of dormant accounts and resolutions
- Appointment and resignation of officers
- Issue and allotment of shares, restructuring, share transfers and stamp duty settlement
- Bonus issues, rights issues, capital reduction
- Amending or drafting Memorandum and Articles of Association
- Elective resolutions
- Change of accounting reference date
- Change of company name

- Compliance with Companies Act deadlines, extension applications
- Audit exemption advice
- Annual General Meetings and Board Meetings
- Maintenance of statutory records

4. Restructuring: Sale/ Merger/ Acquisition

- Re-registration of a company as a PLC
- Purchase by a company of its own shares
- Due diligence and compliance reviews

5. Dissolution

- Dealing with striking off under S. 652 Companies Act 1985
- Advising and dealing with any objections made
- Assisting an appointed Receiver, Administrator or Liquidator

6. Restoration

- Dealing with applications to restore Companies to the register following dissolution

7. Other

- Providing a registered office address in Mayfair, London
- Dealing with registered office address correspondence (particularly Companies House, Inland Revenue, legal demands)
- General business administration and advice
- Assistance with current UK and EC regulations
- Disaster recovery planning
- Risk analysis and management

CONTACT

If you would like further details on any of these services please contact **Kathryn Moran** on the number below. Alternatively email kmoran@wingrave.co.uk

65 Duke Street London W1K 5AJ T 020 7495 2244 F 020 7499 9442 www.wingrave.co.uk

Wingrave Yeats
Chartered Accountants
Registered Auditors

Accountant's Reports | Acquisitions, Disposals & Investigations | Advice & Business Planning | Budgeting | Cash Flow Forecasting | Corporate Tax Planning & Compliance
Cross Border Corporate Representation | Management Reporting Systems | Personal Tax Planning & Tax Returns | Pre-lending Reviews | Risk Management | Statutory
Accounts Preparation & Company Secretarial Compliance | Statutory Audits | Strategic Financial Advice & Business Planning | VAT Planning and Compliance

WINNER OF:

Best Medium Sized Firm of the Year *Accountancy Age Awards for Excellence [2003/2004]*
Best Business Adviser of the Year *CBI Growing Business Awards, Christopher Jenkins [2001/2002]*

Wingrave Yeats Partnership LLP.

Registered to carry out audit work and regulated for a range of investment business activities by the Institute of Chartered Accountants in England & Wales.