



# COMPANY SECRETARIAL FACT SHEET

Penningtons Manches Cooper has a specialist company secretarial department that provides support to a portfolio of UK and overseas-based companies of all sizes.

We provide services to a broad range of corporate entities including public companies, charities, LLPs and branches of overseas companies (now known as 'UK establishments').

In many cases we provide a full compliance service dealing with all Companies House filings, board minutes and shareholder resolutions, changes to the constitution, acting as nominee company secretary (in the case of limited companies) and providing a registered office address.

## COMPANY FORMATION SERVICES

- Companies limited by shares
- Companies limited by guarantee
- Residents' property management companies
- Public limited companies
- Limited liability partnerships

## COMPANY SECRETARIAL SERVICES

- Annual statutory compliance service includes preparation and filing of the confirmation statement; maintenance of statutory registers on company secretarial software; filing of annual accounts (once approved and signed-off) or preparation and filing of dormant accounts
- Acting as nominee company secretary
- Event-driven compliance filings
- People with significant control notifications

## REGISTERED OFFICE SERVICES

- Provision of a registered office address; provision of service address for directors

## REGISTRATION OF A UK ESTABLISHMENT

- Registration and maintenance of a UK establishment for overseas companies

## AGENT FOR SERVICE OF LEGAL PROCESS

- Acting as agent for service of legal process for overseas companies that require a UK address at which legal proceedings issued in the UK can be served on them

## COMPANY SEARCHES

- Searches undertaken on UK and overseas companies and UK directors

## SPECIAL SERVICES

- Change of company name
- Drafting articles of association
- Minuting board meetings
- Arranging and attending shareholder meetings
- Re-registering companies
- Restorations and dissolutions
- Reconstituting and reviewing statutory registers

## FIND OUT MORE

For further information, please contact:

**RICHARD SCAMPTON**  
Company Secretarial Manager  
T: +44 (0)1256 407106  
E: [richard.scampton@penningtonslaw.com](mailto:richard.scampton@penningtonslaw.com)





## PRICING SCHEDULE

COMPANY FORMATION SERVICES		COMPANY SECRETARIAL SERVICES
Limited by shares or guarantee and limited liability partnerships	From £1,500*	Statutory compliance service <ul style="list-style-type: none"><li>- appointment of officers</li><li>- completed statutory registers</li><li>- copy of articles of association</li><li>- issue of share certificates</li></ul>
Companies are formed with our standard incorporation articles by default. Bespoke articles can be drafted on request for an additional charge. Companies and LLPs are formed electronically using our specialist secretarial software.		<p>£1,000 p/a</p> <p><i>(Other changes (eg changes in directors, allotment or transfer of shares) are charged on an hourly rates basis)</i></p>
Residents' management company	Price on application*	Nominee secretary service <ul style="list-style-type: none"><li>- appointment of a named corporate secretary (Pennsec Ltd)</li></ul>
Registration of UK establishment of overseas company	Price on application*	<p>£250 p/a</p> <p><i>(This service only available with the Statutory compliance service. Signing of documents is charged on an hourly rates basis)</i></p>
Guaranteed same day formation service (formed electronically using our specialist secretarial software)		Registered office address facility (for corporates)**
Additional £200		£400 p/a
		Registered service address facility (for individuals)**
		£350 p/a per individual

\*Plus filing fee (£50 standard service, £78 same day service)

\*\*If the forwarding address is outside the UK there is an additional charge of £50 per annum (per director, where relevant)

NB: All fees quoted are exclusive of VAT