



PEARSON & ASSOCIATES

Company compliance

If you operate your business as a limited company, you will know that there are administrative procedures and company law requirements that must be followed and that, as a director, you are responsible for ensuring compliance. Although these requirements are relatively straight-forward, you have enough to think about without trying to remember to keep the 'Statutory Books' up to date, to make sure that the company is being managed in accordance with the Articles of Association and to produce and file the appropriate forms and resolutions at Companies House, within the strict time limits. Remembering what needs to be done and when, then locating the correct documents for completion is time consuming and a distraction from your main job of running your business.

Our company compliance service is there to remove this burden from you and has the following key features:

- We will maintain your company's Register of Directors and Secretaries, Register of Members and Register of Allotments on our specialist software
- We will prepare and keep appropriate minutes of director and shareholders' meetings
- We will prepare and keep resolutions as required by law and file these electronically, direct to Companies House, where necessary
- We will file the company's annual return, electronically, direct to Companies House and pay the filing fee
- We will prepare and file electronically, direct to Companies House, any statutory forms required from time to time
- We will act as your nominee Company Secretary, should you wish
- We will provide our address as your registered office, should you wish

We want you to be clear about what you can expect from us and let us know what we need from you.

YOUR RESPONSIBILITIES

The directors of the company are required by law to maintain statutory books which contain, amongst other things, registers of officers and shareholders, records of share transactions and minutes of director and shareholder meetings. Various documents must be filed at Companies House within strict time limits, including the annual return.

OUR RESPONSIBILITIES

We will act as the company's agent to complete and submit the company's annual return, complete and submit any other forms which are required by law to be filed at Companies House, provided that you keep us fully informed of any relevant changes or events which are required to be notified to Companies House, within one week of the change or event and maintain the statutory books.

At your request we will provide our address as the company's registered office and will provide our nominee company, P&A Secretaries Limited to act as company secretary.

AGREEMENT OF TERMS

These terms take effect when we receive written or email confirmation that you wish us to provide this service and will continue until we receive written or email confirmation that you no longer wish us to provide this service.

We will deal with matters arising in earlier years as appropriate and will cease to deal with matters relating to current years as soon as we receive notice that you no longer wish us to provide this service.

We will provide the service set out above with reasonable care and skill. However, to the fullest extent permitted by law, we will not be responsible for any losses, penalties, surcharges, interest or additional tax liabilities where you or others supply incorrect or incomplete information, or fail to supply any appropriate information or where you fail to act on our advice or respond promptly to communications from us or Companies House.

You will not hold us, our directors and staff, responsible, to the fullest extent permitted by law, for any loss suffered by you arising from any misrepresentation (intentional or unintentional) supplied to us orally or in writing in connection with the service outlined above. You have agreed that you will not bring any claim in connection with the service we provide to you against any of our directors or employees personally.