



BUSINESS FORMATIONS & COMPANY SECRETARIAL SERVICES

**You look after your
business - we'll take
care of the admin**



WE HAVE IT COVERED

HOW WE CAN HELP

Starting up, surviving or thriving – no matter what the circumstances, every company needs to be on top of its statutory filings or run the risk of a fine and a blemish on their reputation.

But ensuring you're up to date with the official administration and bureaucracy of running a business isn't easy. At least, not when you're also trying to solve problems, look after customers, chase suppliers, manage your staff, keep an eye on cash flow and the myriad other tasks involved in managing a business.

We're here to take on that administrative burden, offering peace of mind that your business is legal and compliant at all times. By offering you practical support and advice, our specialist team will ensure you meet your obligations cost effectively, on time and to the highest standard.

New venture or established firm; small potatoes or big bucks; we have a range of company secretarial and support packages to suit your needs.

Setting up? Meet our Company Formation Service

Our company formation experts can guide you towards forming the right type of business for you – and prepare all the key documents needed to get you up and running as quickly as possible. Certificate of incorporation, share certificates, articles of association, company books. We take care of everything. We even carry out a background check to make sure your company name isn't already registered at Companies House, on the trademarks register or as a domain name online. It's about putting in the effort now to save you time and trouble later, and nip potentially expensive problems in the bud before they arise.

**We relieve the
complexity of
running a company**

With a sliding scale of secretarial services, we'll tailor the support to your needs

Filing Services keep you covered

Companies House has stringent filing requirements, which we'll expertly handle for you. We'll file your resolutions and associated agreements, annual returns, change of accounting reference dates, change of registered office and even director/secretary changes.

Admin support you can rely on

Beyond compliance, we look after key documents, too. From shareholder agreements, leases and the company seal to maintaining registers and authenticating company documentation, we relieve the complexity of running a company.

Full Secretarial Services

We can act as your company secretary, providing you with a registered office address and service address, so directors don't have to disclose a home address on the public record. With a sliding scale of secretarial services, we'll tailor the support to your needs, so you're not paying for anything you won't use. Services include:

- Organising board meetings and preparing agendas
- Advising management on meeting/presentation content
- Enabling AGMs to be properly held
- Ensuring voting proxy forms are correctly used
- Sharing meeting actions with relevant parties
- Providing a location to inspect company records
- Ensuring compliance with the Companies Act 2006
- Circulating accounts
- Reviewing data protection agreements for compliance
- Use of the company seal

guidance
and expertise

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WHY CHOOSE US?

At Stephens Scown, we're incredibly proud of the quality of our people, our service and our results. With an experienced team of experts in company formations and company secretarial services, we can add real value to your business.

But don't just take our word for it. Independent law guides Chambers and Legal 500 consider us a "regional heavyweight". And the fact that a huge 99% of our clients would recommend us speaks for itself.

So whether it's our breadth of services, focus on customer satisfaction or flexible pricing options, we can offer you affordable peace of mind that allows you to focus on running the business, while we take care of the admin.

**Another cost-effective solution from
a law firm that works for business**

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