



**BUSINESS
FORMATIONS
& COMPANY
SECRETARIAL
SERVICES**

**CORPORATE
LAW**

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

Comprehensive support when you need it

Starting up, consolidating or expanding – no matter what stage you're at, every company needs to be on top of its statutory filings or run the risk of a fine or damaged reputation.

When you're 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, it can be hard to find time to prioritise statutory compliance issues.

That's where we can help. Our experienced team can take on the administrative burden of setting up and running a company compliantly, giving you peace of mind that your business is always fulfilling its legal responsibilities. By offering you practical support and advice, our specialist lawyers will ensure you meet your obligations cost effectively, on time and to the highest standard.

From setting up a new venture to running an established business, we have a range of company secretarial and support packages to suit your needs.



Formation services to get you started

Our formation experts can guide you towards forming the right type of business for you – and prepare all the key documents you need to get up and running as quickly as possible.

We'll carry out a background check to make sure your business name isn't already in use at another UK registry or on the trademarks register. By putting in the effort at an early stage, we save you time and trouble later.

Our services are ideal for:

- *Private companies limited by shares*
- *Companies limited by guarantee*
- *Property management companies*
- *Limited liability partnerships*
- *General partnerships*
- *Charitable incorporated organisations*
- *Community interest companies*
- *Community benefit societies*
- *Co-operatives*
- *Employee-owned companies*
- *Joint ventures*

Whatever your situation, we relieve the complexity of running a business.

Keeping your business on track

Our sliding scale of secretarial services enables you to tailor our support to your specific needs:

Bronze level:

Filing services to keep you covered

Companies House has stringent filing requirements, which we'll expertly handle for you. This basic level of service will keep your filings up to date (e.g. resolutions and associated agreements, confirmation statements, change of accounting reference date, change of registered office and director/secretary changes).

Silver level:

Full administrative support

With electronic filing, we can maintain the statutory registers of the business – a vital record required for many corporate transactions, including the sale of the business. Beyond compliance, we can look after your key documents, such as shareholder agreements, leases and the company seal.

Gold level:

Full secretarial services

We can act as your company secretary through our special vehicle: Stephens Scown Secretarial Limited. We provide you with a registered office address and service address, so directors don't have to disclose a home address on the public record. With our menu of secretarial services, you can tailor the support to your circumstances, 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*
- *Minute taking*

We can also provide guidance and expertise on your existing company constitution.

Providing a platform for growth

With our business formations and company secretarial services, we can look after the administrative burden of setting up and running a company, giving you the reassurance that your business is meeting its filing obligations at Companies House and other regulators.

Giving you the knowledge to make better decisions

In a rapidly changing world, we give our clients the edge. Our people deliver practical, expert advice to help you make informed decisions and achieve your objectives. This is based on a deep understanding of your needs and a commitment to building long-lasting relationships through the good times and the tough times. It's a refreshing approach to law, built on a culture of knowledge, innovation, and a relentless focus on our clients.



Why Stephens Scown?

Stephens Scown LLP is a regional firm acting across the country for national clients. With over 50 partners and 300 staff, we are one of the largest law firms in the region and ranked in the top 150 in the UK.

From SMEs, owner-managed businesses and high net worth individuals in the South West, to national and international firms in our specialist sectors, we help our clients solve problems and seize opportunities.

We have been independently benchmarked against other leading law firms and score highly for speed of response, value for money and client service. We have an inclusive and supportive culture, and we live and breathe our values which are reflected in everything we do – from the people we recruit to the way we service our clients.

South West heritage, with nationwide coverage

Based in the South West but with a client base that stretches across the UK, our flexible and innovative way of working enables us to bring the very best professional legal expertise to our clients wherever they are. No wonder legal industry bible Chambers & Partners describes us as a “dominant force” in the marketplace, and we feature in The Lawyer magazine’s prestigious Top 200 law firm rankings.

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