

# A small investment in your business that could pay dividends



Routine company administration isn't exciting. But it is essential; and if you're too busy, or make clumsy mistakes, you could pay a heavy price.

For a fixed and sensible annual cost, you can leave our company secretarial team to take care of it for you. We will ensure all your statutory documentation is completed accurately and efficiently, so that your business is always fully compliant.

## What can possibly go wrong?

If your essential company admin is all over the place, you may be lucky and get away with it. But if there is any complexity in your ownership structure - for example, if you have investors or more than a handful of shareholders - that's a risk you simply can't afford to take.

It's not just about compliance either. Sometimes there is confusion about who actually owns your shares, which could have a disastrous impact on a potential sale. By addressing any issues now, you can improve the situation for any future transaction - so it's an investment worth making.

## Why Roxburgh Milkins?

You can trust us to ensure all your statutory obligations are promptly and properly met.

We've been providing dedicated company secretarial services for over 15 years.

Your administration will be handled by an experienced specialist practitioner backed up by qualified lawyers; and one of our team will always be happy to talk, if you have any queries or concerns.

Like all our firm's services, this one has been designed and developed with what clients need in mind; in this case, reassurance that you've ticked all the necessary boxes, if you ever want to sell, get investment or simply grow your business.

**Call Daniela Sheppard:**

**07984 224811 or email:**

**[daniela.sheppard@roxburghmilkins.com](mailto:daniela.sheppard@roxburghmilkins.com)**

**(or ask your usual RM contact for more information)**

## What does the service cover?

Here's what we'll do for you, while you focus your energy on the other aspects of building your business:

- Holding statutory registers for your company and maintaining them electronically
- Issuing reminders for important dates such as when to file accounts and the confirmation statement (annual return) and (if applicable) when to hold the AGM
- Preparing and filing the company's confirmation statement
- Issuing share certificates
- Filing information at Companies House on your behalf as an Authorised Corporate Services Provider (ACSP, also known as an Agent)

### Optional extras:

- Use of Roxburgh Milkins as company secretary
- Providing registered office and service address for directors
- Preparing board minutes, resolutions and Companies House forms to record corporate actions – such as issuing shares, and approving the appointment and resignation of officers etc.

## Don't take our word for it...

"Company Secretarial is a useful addition to the other legal support we have from Roxburgh Milkins. They know what needs doing and we can trust them to just get on with it, taking it off our plate."

**Steve Toland, Founder, TransFICC**

"The team at RM have got to know us (and what we need) really well. With each acquisition we do, it's really helpful that RM just step straight in to do the Company Secretarial as we know it will be consistent and compliant – we're not going to miss anything in that busy time. It's reassuring and means we can concentrate on running the business."

**Tom Jones, Focus Group**

"Having worked with the team at Roxburgh Milkins for many years, they continue to deliver a very effective and responsive Company Secretarial service for our growing business. They are a safe pair of hands who are always willing to go the extra mile."

**Nick Wright, Group Commercial & Legal Director at Pinnacle Group Limited**

## How much does it cost?

We'll charge you a fixed annual fee for our company secretarial service, which we'll review with you each year.

Our fees are tiered, based on company size, complexity of ownership and expected usage of the service.

We'll be happy to give you an indication of cost when we've had an initial conversation about your needs.

In providing legal advice and support across all areas of corporate, commercial and employment law, we can help your business at any stage, so get in touch to see how we can help you.

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