

Corporate Compliance

Managing your business risks

At Muckle LLP we give a dedicated personal service, specific to the needs of your company, to ensure that your statutory obligations are met in an efficient and cost effective manner.

We offer the complete range of Corporate Compliance services, led by Andrew Davison and supported by Annik Young. The team liaises closely with other members of our Commercial, Real Estate and Employment teams, who provide additional bespoke support, from protecting your intellectual property rights to taking on a new employee. Our team can help you ensure that you protect your business and avoid incurring unnecessary fines and penalties.



Company formations

A comprehensive and bespoke service for company formations including private companies, public companies, companies limited by guarantee, Real Estate management companies, charitable companies and LLPs.

The standard service will include:

- advice on the availability of the proposed company name;
- formation of a company;
- holding the company's first board meeting;
- providing the statutory books (written up);
- issuing share certificates;
- filing the appropriate documents at Companies House; and
- providing you with a statement showing the principal details of your company.

Annual compliance service

Whether you have just incorporated a new company or have an existing company, we will provide an annual compliance service which will consist of the following:

- maintaining your company's statutory registers including the PSC Register;
- preparing and filing the annual return;
- filing accounts and reminding you of deadlines for the filing of the annual accounts;
- preparation of notice and minutes of the ordinary business to be held at the annual general meeting where relevant;
- preparation of board minutes to deal with the appointment and resignation of directors and other routine business such as the appointment of auditors, change in accounting reference date etc; and
- preparing and filing documents at Companies House to make changes to the structure of the company.

Share scheme administration

We can maintain your register of option holders for all types of share schemes and process all events that arise during the life of the scheme.

Change of name

If your company wishes to change its name, we can check the availability of the new name and advise on existing similar registrations. If necessary, name changes can be processed within a working day.

Company secretary, registered office address and directors service address

We can act as the company secretary for your company and can also provide a registered office address service and/or a service address for directors.

We can advise and assist you in a wide variety of company secretarial matters including:

- group re-organisations;
- share allotments and transfers;
- changes to directors;
- reviewing and amending the memorandum and articles of association of your company;
- dissolving redundant companies;
- providing company search services; and
- administration of loan note registers.

Health checks

Corporate health checks are popular with newly appointed managers or before a major strategic event. They consist of a review of your company's statutory records to ensure that all statutory obligations have been complied with and to ensure that there are no issues which will cause problems for you or your company now or in the future.

Meetings

We can provide assistance in relation to the preparation and holding of Annual General Meetings.

If you would like confidential minutes to be taken at your board meetings we can supply someone to attend and take notes for you and we are also able to provide meeting rooms at our offices if required.





Key Contact



Andrew Davison
Partner, Corporate

T: 0191 211 7950
M: 07802 558 693
andrew.davison@muckle-llp.com



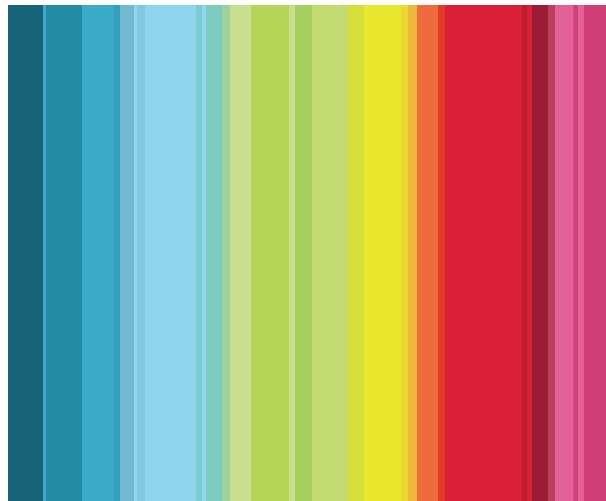
Jennifer Hirst
Associate Solicitor

T: 0191 211 7967
M: 07867 451 415
jennifer.hirst@muckle-llp.com



Annik Young
Corporate Compliance Assistant

T: 0191 211 7912
annik.young@muckle-llp.com



Muckle LLP

Time Central, 32 Gallowgate, Newcastle upon Tyne, NE1 4BF | DX 61011

Tel: 0191 211 7777 | Fax: 0191 211 7788 | www.muckle-llp.com



Certificate No. EMS 558231

