muckle LLP

Corporate compliance and secretarial services

We offer a complete range of corporate compliance services to help protect your business and avoid incurring unnecessary fines and penalties.

Fixed price services

Our fixed price services help you manage budgets more easily. Contact us to find out more about the packages below.

	Mi Compliance	Mi Registered Office	Mi Company Secretary
Maintain company statutory registers, including the PSC register.	✓		
Preparing and filing the Confirmation Statement.	✓		
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.	✓		
Preparing and filing documents at Companies House to make changes to the structure of the company.	✓		
We will hold the statutory books for the company.	✓	✓	
Provide address for the receipt of mail. The name of the company will be displayed at the registered office address in our reception area.		✓	
Providing a named company secretary (Muckle Secretary Limited)			✓

Company Secretary advice

In addition, we also offer services covered by our hourly rates. These include:

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.

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Company formations

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.

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.

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.

Please contact me or one of the team to discuss your requirements.

Annik Young
Corporate Compliance Assistant

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