

Hegarty LLP Solicitors



Company Formation
and Secretarial
Services

Hegarty

Hegarty LLP has an outstanding reputation for providing first class legal advice on company and commercial matters. The following services are ideal for new business start ups and as 'maintenance' practices for established organisations.

Company formation and Secretarial Services

Company and Commercial Law

Our company formation service makes setting up your company quick and easy. We can set up private and public limited companies, LLPs, companies limited by guarantee, charitable companies and flat and property management companies. All formations are done for a fixed fee.

We form your limited company with your own directors, company secretary (optional) and shareholders from the start. We will provide you with a set of company books with the statutory registers completed and six copies of the memorandum and articles of association.

In addition, if you require detailed articles of association and/or a shareholders agreement or an LLP agreement we can advise upon and draft these for you.

Registered office address and mail forwarding service

The Companies Act requires all companies registered in England and Wales to have a registered office within that jurisdiction. The registered office is the address which is shown on the public record at Companies House and to which all formal post is sent.

A residential address may be used as a registered office address but you may prefer to use a business address. You may be operating more than one business and not want people to know that they are connected or you may not want customers and suppliers to know your home address.

A simple, cost effective solution is to use our registered office and mail forwarding service for a fixed annual fee. We will receive all mail, including post from Companies House, other government agencies and official or legal notices. We will inform you straight away if anything needs dealing with urgently and forward your mail on the same day.

Company secretarial services

The post of company secretary is now optional for private limited companies. However, the compliance obligations (such as filing information at Companies House and maintaining the

company's statutory registers) will still need to be carried out. It is the responsibility of the directors to ensure all legal requirements are met. If certain documents are not filed on time the company may be fined.

In order to spend more time on your business and less dealing with routine administrative matters, why not let us help you? We offer a company secretarial service to companies of all types and sizes.

We can provide you with a full compliance service. We will maintain your company books, file your annual return and accounts together with all routine Companies House forms. We can offer these services as a package or each of them separately, whichever is more convenient for you.

Flat and property management companies

We offer a full company formation and secretarial service for flat and property management companies. This type of management company has its memorandum and articles of association specially drawn up to allow the company to own, manage and administer the property, which is normally divided into several dwellings, units or flats.

Developers - if you are developing flats we can incorporate a flat management company for you. As the length of time from incorporation to transfer to the tenants can take several months we offer a company secretarial service during this time. Once the company is ready for transfer we can deal with all the necessary documentation.

Tenants - if you would like help dealing with an ongoing flat or property management company we can offer you our company secretarial service.

We can also set up specialist right to manage and commonhold flat management companies.

Company books service

Companies have a statutory duty to maintain and preserve company statutory books and registers. Are your company books up to date or have they got into a muddle? We can recreate them for you. We can then maintain them under our company secretarial service.

Board and shareholder meetings

We can prepare documents for board and shareholder meetings. We can draft board minutes and resolutions for routine administrative changes (such as changes of directors, registered office, accounts year end date or name) and approve company documents such as leases and commercial agreements.

Share restructuring

We can advise on and provide the documentation for any sort of share restructuring including the creation of a new class of share, a company's purchase of its own shares and a reduction in share capital.

Re-registration of companies

We can register a PLC as a private company or vice versa.

Overseas companies

Business people of other nationalities are free to set up companies registered in England and Wales. Alternatively, we can establish a branch or place of business for your company in this country.

Charitable companies

We can change your memorandum and articles of association and help you get Charities Commission consent and/or charitable status.

Other services

If you need help with any other company formation or administrative matter please contact us. The services described in this brochure are only a selection of those we can offer.

Price Guide*

Company and LLP formations

All prices are inclusive of VAT and the cost of company books

Private company	£199
Public company	£280
Company limited by guarantee	£280
Charitable company	£320
Limited liability partnership	£110
Flat management company	£280

Secretarial Services - prices per year

VAT & Companies House fees are payable in addition

Registered office address	£80
Full Company Secretarial service	£75-300

Charges for the other services we provide are available upon request. Please do not hesitate to contact a member of the Company Department who will be pleased to help you.

*Prices are correct at time of writing and subject to change

Company Department

We want to get to know your business or organisation and build close working relationships

with you, this way we can ensure that we provide the best service possible. We act for a range of businesses and organisations including sole traders, partnerships, limited liability partnerships, private and public limited companies, charities and clubs. We have an outstanding reputation for providing first class legal advice on company and commercial matters such as incorporation of companies, management buy outs, asset transfers, contractual matters, shareholders' agreements, intellectual property and so on.

If you have any queries about any aspect of company law please do not hesitate to contact a member of the team.

Andrew Heeler - Head of Department - on 01733 295661

andrew.heeler@hegarty.co.uk

Ashley Kidd - Solicitor - on 01733 295553

ashley.kidd@hegarty.co.uk

Why use Hegarty LLP?

For over 35 years Hegarty LLP Solicitors has provided high quality legal services to a wide range of businesses and individual clients. The firm has a strong regional presence as well as a growing national reputation in key areas of law.

Solicitors who work in our Company team are experienced in commercial law affecting businesses ranging from sole traders to large multi-nationals. They are experts in their field and pride themselves on providing a friendly, professional and efficient service.

The firm holds the Lexcel Practice Management Standard and ISO 9001:2008 - your independent verification that the firm is reputable and client focused.

Hegarty LLP

48 Broadway

Peterborough

PE1 1YW

01733 346333

www.hegarty.co.uk

Hegarty

Peterborough: 48 Broadway, Peterborough, PE1 1YW
Tel: 01733 346333 Fax: 01733 562338

Stamford: 10 Ironmonger Street, Stamford, PE9 1PL
Tel: 01780 752066 Fax: 01780 762774
www.hegarty.co.uk email@hegarty.co.uk



Hegarty LLP is a limited liability partnership registered in England & Wales under registration number OC316221 and is regulated by the Solicitors Regulation Authority (SRA) no. 440601. The registered office address is 48 Broadyway, Peterborough. PE1 1YW