

# COMPANY SECRETARIAL SERVICES

Shoosmiths' professional, efficient and friendly company secretarial team looks after groups of companies, large and small, including many household names. Outsourcing this work can bring the benefits of peace of mind, as well as efficiency gains, with no loss of overall control. We know that costs are important and in most cases we work on a fixed-fee basis so you can predict what your annual costs are going to be.

## HOW WE CAN HELP

We regularly advise on:

### Company secretarial service

We look after your company's administration, keeping your records and registers up to date, electronically filing confirmation statements required by Companies House, using our specialist web-based Blueprint software from just £600 + VAT a year. For a small additional fee and even greater convenience you can even have access to view your records held on our website from your own computer.

### Registered office service

We provide an efficient and reliable registered office for your company from our Milton Keynes office from £250 + VAT a year. We receive your post and forward it on to you, either by post or electronically.

### Service addresses

We provide a service address for directors who do not want their residential address details to be visible at Companies House from £60 + VAT a year for each director.

### Company formation

We electronically incorporate all types of companies and limited liability partnerships really quickly, personalised for your requirements, from £215 + VAT. We also offer a same day incorporation service.

## RECENT CASES

Acting for UK group companies within **Dassault Systèmes**, a French software company.

Providing services for six UK group companies within **Axiell Group**, a Swedish-owned business involved in the design, development, implementation and support of high-tech systems for libraries, archives and museums, operating in Denmark, Sweden, Finland and the UK.

Acting for UK group companies within the **CCUK Group**.

Providing incorporations and general company secretarial support for Finnish-owned food manufacturer, **Discovery Foods Limited**.

Providing incorporation services for **Hitachi Rail Europe Limited**.

Acting for **Czech Republic-based group of companies** operating in the sports industry.



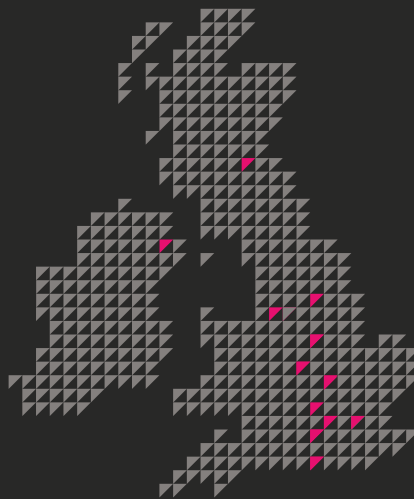
## WHY SHOOSMITHS?

Shoosmiths is a full-service, top 40 law firm, acting for major corporates the length and breadth of the UK, and also the subsidiaries of global businesses.

As a client of Shoosmiths, you will find us quick to relate to your commercial goals, and adept at advising you on the most direct way of achieving them. Our lawyers tailor their approach to each client's business, delivering high quality legal advice backed by clear and open communication, cost transparency and business sense.

## KEY FACTS

- 943 legal advisers including 191 partners
- Turnover of £128.5m to end April 2018
- Regional/National Law Firm of the Year in the Legal Business Awards 2018
- Ranked 2nd in Nisus Consulting's Service Performance & Value Index 2017
- In the top four firms for deal volume for the past four years – Experian MarketIQ's M&A Review
- Rated a 'Best Employer' for the 13th consecutive year in 2017 – Legal Week
- Gold standard status – Investors in People
- Signatory to the United Nations Global Compact as part of our responsible business commitments
- 'Best Talent Initiative' finalist – Business Leadership Summit & Awards 2016
- Authorised by the Financial Conduct Authority (FCA)



## INTERNATIONAL

Our lawyers also have international experience and partner with regulatory experts in other jurisdictions as necessary to further our clients' interests.



To receive our briefings go to  
[www.shoosmiths.co.uk/register](http://www.shoosmiths.co.uk/register)

## WHAT OUR CLIENTS SAY



*"The company secretarial team at Shoosmiths have always been both reliable and responsive, and have provided us with a very good service."*

Regus, Legal Counsel



*"Shoosmiths takes the hassle out of our AGM preparations. Great service and quick responses; it's invaluable to rely on Shoosmiths' knowledge and expertise to ensure our compliance with the complex, ever-changing legal framework governing shareholder comms."*

Billington Holdings plc



*"Shoosmiths' company secretarial team is fast, organised, efficient and extremely knowledgeable. They provide a personal touch and responsiveness one doesn't find at most law firms."*

CompuCredit Corporation