

Company Secretary

The role and responsibilities of the company secretary

Company Secretaries act as a point of communication between the board of directors and company shareholders/members, reporting in a timely and accurate manner on company procedures and developments.

Public limited companies are no longer legally required to employ a Company Secretary however the role/duties are still required to be carried out. Most companies will normally appoint a Company Secretary to ensure duties are dealt with accordingly.

The role covers a wide variety of functions and typical work activities are:

- Maintaining the register of shareholders and monitoring changes in share ownership of the company to include, ensuring completion documents are received and issuing new share certificates;
 - Organising, preparing agendas for, and taking minutes of board meetings and annual general meetings (AGMs), passing any agreed resolutions and chairing the meetings
 - Maintaining statutory books, including registers of members and issuing new membership certificates where required, directors, secretaries and the PSC (Person of Significant Control) Registers;
 - Filing of the Annual Accounts and Annual Confirmation Statements;
 - Companies House filing to include appointing & resigning directors, updating the registers and ensuring all information is kept up to date;
 - Dissolving Companies where applicable/required;
 - Issuing all Certificate of Compliances on behalf of the Company where required for Land Registry purposes;
 - Filing any passed resolutions.
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Our dedicated Company Secretary team are able to assist directors by;

- Ensuring the directors and companies continual compliance with the law, company memorandums and articles of association
- Avoiding filing penalties that are a cost to all residents by ensuring annual accounts are filed with Companies House
- Arranging Directors and Officers Liability Insurance
- Ensuring residents selling flats are able to do so with no unnecessary delays or issues

Company Secretarial Services are an additional service and not part of the management fee. The cost of this service is usually covered by the service charges. Please ask a member of your team for more information/pricing.