



# ESCAPE THE ORDINARY

Company secretarial, administrative  
and corporate services

Overview of Services

## Elemental

# Choosing a trusted compliance partner

**Finding the right support and advice is critical. If you get the decision wrong, the consequences could be dramatic.**

Failing to meet your company's statutory compliance requirements can be a criminal offence; one potentially committed not only by the company but by the individual directors and secretary as well.

Failing to properly maintain the statutory registers or have properly drafted constitutional documents often leads to shareholder disputes and wrangles over ownership and control of the company.

Failing to meet the highest standards of company administration and corporate governance leads to poor decision making and governing of the company.

In the following pages we give our view on the key attributes of a compliance partner.

If you find yourself agreeing with us or just wanting to know more, please give us a call or send us an email. We would love to know what you are looking for in a compliance partner.

# Specialists achieve feats of which others can only dream

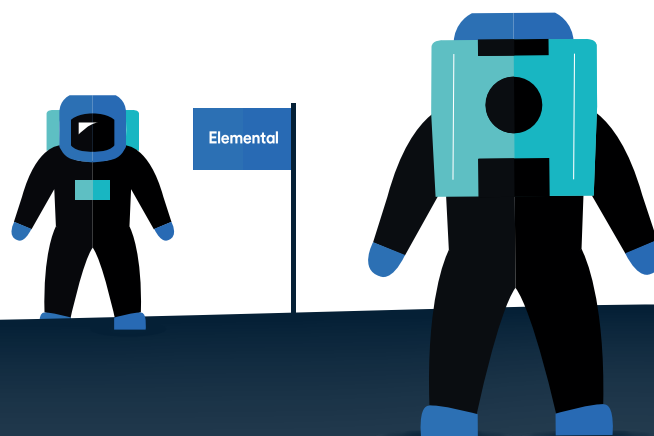
**Our company secretarial and legal staff are fully trained and specialists in their respective areas. We use our legal expertise to ensure that you get the absolutely best advice possible – we think about the problem in hand rather than just ticking boxes.**

We use qualified corporate and commercial solicitors and, as we don't have the overheads or costs of a law firm, we provide this level of experience and staff at a much more attractive rate than a traditional law firm.

## Know that you are legally compliant

Choose a firm that has the necessary specialist knowledge; so you know the advice you are getting is right advice rather than just hoping so.

There are lots of people that will offer you advice on your compliance requirements, but it is often just an ancillary service rather than their real area of expertise.



# Experienced advisers know the way through the regulatory maze

**Our people have worked at the highest level in the City of London and beyond, so they understand and are able to help with the challenges you face every day. We've been there before and can guide you through the process; making your life easier.**

Our commercial and professional experience enables us to build a close and trusted relationship with our clients ensuring that the level of service provided is second to none.

**Knowledge is worthless without experience**

Choose someone that has been there before and has the knowledge and experience to lead you through the issues.

When you're paying for professional support and advice, you want to know that the adviser has the experience to back up their advice. Knowing how things actually work and not just how they are meant to work.

# Innovative advisers will always find a way

**Free up your time to focus on your business. Choose a firm that works as efficiently and innovatively as you do.**

We are constantly innovating and regularly refresh our processes and systems to ensure that we are always at the forefront of our industry. After all, your adviser should be as passionate about innovation and efficiency as you are.

## Technology



All firms talk about using technology, but we bring it to the centre of everything we do. By streamlining our processes, we have more time to focus on you and your requirements.

## Structure



We use a disbursed operating model to keep our overheads low. Our people are all of a senior level and we don't use your business to train junior staff.

## Fees



We know you want certainty over fees and we are always open to discussing different and innovative fee arrangements.

We regularly work on a fixed fee basis or on the basis of a capped estimate as well as contingent and incentivised arrangements where appropriate.

# Our services

<b>Company Secretarial Services</b>	We provide a full range of company secretarial services, from basic statutory compliance through to bespoke and expert advice for listed companies. Whatever level of involvement you are looking for, we have an option to suit you.
<b>Corporate Legal Services</b>	We can ensure that the corporate arrangements for your company are in the best of shape. Whether you are looking for joint venture arrangements or merely a health check of your constitutional documents; we have the expertise to assist.
<b>Commercial Legal Services</b>	We offer commercial legal consultancy to private and public, international and UK organisations, usually as part of our company secretarial role. Our high quality commercial legal services are delivered to meet your deadlines as well as budget restrictions.
<b>Corporate Governance</b>	Governance is essential to the proper and optimal running of any organisation and stakeholders are keener than ever to have this demonstrated. We specialise in working with public companies and multi-stakeholder private organisations, though we can assist any organisation that would like guidance with their governance structures.
<b>Regulatory Compliance</b>	Whether you manage investments, provide investment advice or operate in any other financial sector, we can advise on your regulatory obligations and help to ensure that your business is fully compliant. Whether you're a regulated entity, looking to become regulated or intend to remain unregulated, we can help ensure that your standard operating procedures and marketing are appropriate.
<b>Accountancy &amp; Tax Services</b>	We provide accountancy, tax, payroll and book keeping services. These are focused mainly on our international clients who use these services in relation to subsidiary or ancillary business operations in the UK.
<b>Escrow &amp; Payment Agent</b>	A professional and regulated escrow and payment agent service that can be tailored to your needs. As required, a designated client account will be set up to hold your client monies in a secure and segregated manner.
<b>Process Agent</b>	An expert and efficient process agent service, with a clear and simple appointment process and fee structure.
<b>Director &amp; Domiciliation Services</b>	UK resident director and domiciliation services for UK SPV and Holding companies. Our directors are experienced and knowledgeable individuals, who understand the needs of private equity and fund structures.
<b>HR Services</b>	<p>A complete HR service, with a particular speciality in supporting UK subsidiaries of international businesses in hiring and managing their first employees.</p> <p>Holding Company and SPV Management A comprehensive support service for UK holding companies and SPVs, to ensure all administrative, financial and compliance requirements are met.</p>

# Experience

Many clients trust Elemental with their corporate services.

Here are just some of the clients and intermediaries we work with (further clients and references available on request).



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