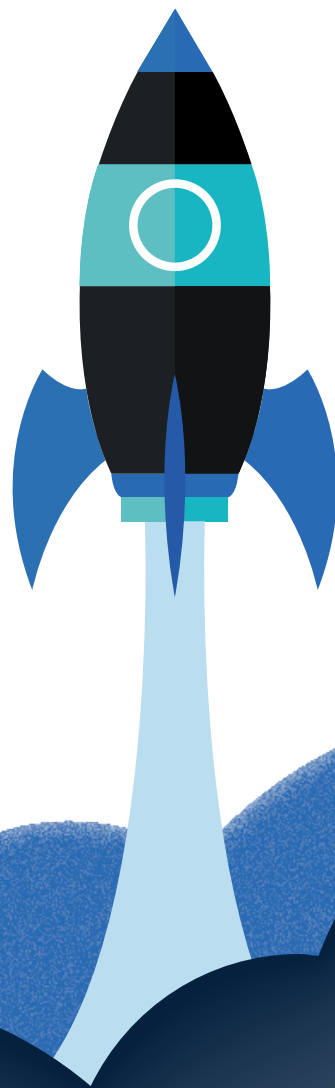


# ESCAPE THE ORDINARY

Services for City Law Firms

High quality corporate services for City Law  
Firms and your clients



**Elemental**

Elemental was created by lawyers, for lawyers. We focus on providing high quality corporate services to City Law Firms and their clients.

We deliver all the corporate support services that your clients will need to manage their affairs in the UK.

These services are intended to complement and assist the core legal services that you provide to your clients, ensuring they are in safe hands before, during and after the transaction.

# We deliver our services whilst focusing on four key areas that we know are important to you:

## Understanding:



Because our staff have worked in the largest global firms, we understand what you need to deliver for your clients. No matter how unusual or bespoke your requirements are, we are confident that we can meet them.

## Speed:



We know that you and your clients are under tight deadlines, and we will work with you to ensure that your deadlines are met and your client is satisfied.

## Expertise:



We use solicitors, chartered accountants and chartered secretaries to ensure that the quality of service we deliver is second to none.

## Client relationship:



You value your relationship with your client and we understand that introducing a third party can often be a risk. We will work with you as required to ensure that the client relationship is handled smoothly and effectively.

# Overview of services

Each law firm and every client is different and we pride ourselves on being able to offer a bespoke range of services. However, our services for law firms do fall into four broad categories.



## Company formation and management

Our incorporation and management services ensure that your client's corporate compliance is managed smoothly and efficiently, allowing your client to become operational as quickly as possible. We handle everything from the mundane and clerical through to the strategic and critical.

For further information please see page 7.

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## Domiciliation Services

In the current global tax climate, this can be a critical service to help ensure that a company is UK domiciled. This service is often tax driven and is designed to ensure that the company is effectively managed and controlled in the UK.

We believe that it is important to show true value add with domiciliation services, to provide a commercial as well as a tax justification for the service. For further information please see page 8.

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## Escrow Agent

Elemental is regulated and authorised by the FCA and we provide a professional escrow service that can be tailored to the needs of your clients. We can set up an account quickly and easily, using our own escrow agreements or working from an agreement drafted by you if preferred. Either way, your clients will benefit from a secure and professional escrow arrangement. For further information please see page 9.

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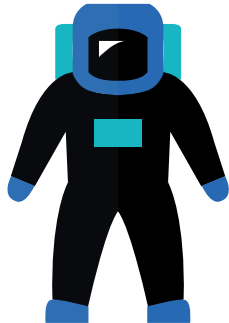


## Process Agent

We provide a quick, clear and simple process agent service (sometimes called an agent for service of process) that complies with Civil Procedure Rule 6.11. The appointment can be carried out by your client or by the law firm (on the client's behalf) and can be completed on the same day if necessary. For further information please see page 10.

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# About Elemental



## Specialists

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

1,000's of clients

ICSA Member



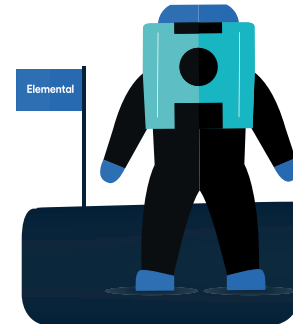
## Innovative

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Choose a firm that works as efficiently and innovatively as you do.

1 bespoke service

ICAEW/CIOT  
Accountants



## Experienced

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Choose a firm that has been there before and has the knowledge and experience to lead your client through the issues.

+100 countries

FCA Regulated

# Who we work with

Here are just a sample of the clients and partners that we have worked with



# Company formation and management

We offer a comprehensive formation and compliance service for holding companies, SPVs and trading companies.

## CoSec and compliance

<b>Incorporation services</b>	We offer a same day incorporation service that can all be done by email, along with all ancillary advice. We incorporate all forms of UK corporate vehicles and provide continuing support via our company secretarial annual compliance package. We can provide standard articles or use bespoke articles drafted by you.
<b>Annual compliance</b>	A fixed fee company secretarial annual compliance package that encompasses all of the standard company secretarial requirements for a private UK company.
<b>Address services</b>	A central London address for use as a registered office, director's service address and mail forwarding.
<b>Company Secretarial</b>	Bespoke company secretarial and governance support as may be required.

## Accountancy and tax services

<b>Statutory accounts preparation</b>	Our chartered accountants will prepare a full set of statutory accounts to be filed with Companies House.
<b>Corporation tax return</b>	We will work with your clients to ensure that their tax liability is minimised, before preparing the tax return.
<b>VAT</b>	UK VAT returns and registration are available as part of an integrated package.
<b>Bookkeeping</b>	A professional bookkeeping service to ensure your client's records are kept up-to-date and in accordance with UK best practice.
<b>Payroll</b>	A fully managed payroll service, including electronic payslips and real time reporting to HMRC.

# Domiciliation Services

**For some clients it is important that the company is effectively managed and controlled in the UK and that there is clear evidence in this regard.**

The exact requirements will vary from client to client, but we believe that by using professional staff who are able to add value to the operations of the business, we go beyond mere box ticking to show real substance.

These domiciliation services are generally used in conjunction with our company management services, as set out earlier in this brochure.

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<b>UK resident directors</b>	We use professional UK resident directors, who tend to be solicitors, accountants or investment professionals (depending on the client's needs) and are of a sufficient calibre for the business of the client. Board meetings will then be held and managed in the UK.
<b>Telephone, email and website</b>	If required, a UK telephone number can be set up with a call answering service for when the director is not available. This can also be combined with a dedicated company email address and website.
<b>UK office space</b>	Dedicated office space can be arranged, to ensure the company has a real and substantive base in the UK. The office space is available for overseas staff when visiting the UK.
<b>UK administrative staff</b>	A UK staff member (in addition to the director) can be assigned and placed on the payroll if further support is required.
<b>Financial administration</b>	Bookkeeping, annual accounting and tax compliance can be outsourced to our UK-based specialists, satisfying Companies House requirements to maintain accounting records in the UK.

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# Escrow/Payment Agent

Elemental provides a regulated and secure escrow and payment service. Elemental is authorised by the Financial Conduct Authority for the provision of escrow services and with HM Revenue & Customs for anti-money laundering.

Our service can be tailored to many different requirements, but here are some of the more common.

<b>Corporate Transactions (M&amp;A Escrow)</b>	The Escrow Assets may be held to cover unforeseen costs or damages protected by a warranty or indemnity.
<b>Performance Escrow or Project Accounts</b>	The Escrow Assets are held pending completion of certain deliverables by the supplier. Such an arrangement is often used in construction contracts, which tend to have a long delivery and rectification period.
<b>Fundraising Accounts</b>	An Escrow Account is often utilised in commercial fundraising, where investors can deposit the funds with a trusted third party to be held until the investment has reached the relevant threshold. At this point all investor funds will be released for the use of the investment.
<b>Payment Processing</b>	The Escrow Assets are held subject to pre-determined payment instructions, which can be used to fulfil a variety of commercial requirements such as payroll and supplier payments.
<b>Commercial Rent Deposits</b>	A security deposit is held by the Escrow Agent in accordance with the terms of the lease and normally released on the instructions of the landlord.

# Process Agent

**A professional and expert process agent service designed to make your life easier and provide the service you require.**

## Clear and Simple Online Application

Our online form will collect all the information we need to commence the appointment and calculate the fees at the same time so you know how much the service will cost.

## Legal Knowledge

Our staff understand the contractual and Civil Procedure Rules around the appointment of a process agent. You'll be dealing with legal experts who understand your needs.

## Fast Appointment

When speed is of the essence, we will be there for you. We understand that sometimes the process agent appointment is the final requirement for the contract to be executed and you don't want it to delay matters.

## Single Upfront Payment

All fees for the appointment are collected prior to commencing the appointment, so all parties know that the appointment is confirmed for the entire duration of the contract.

## Four Steps to Appointment

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- 1 Complete the online application at [elementalcosec.com/process-agent](http://elementalcosec.com/process-agent) or provide the information by email to [info@elementalcosec.com](mailto:info@elementalcosec.com)
- 2 We will review the information and clarify any outstanding points
- 3 We will issue the invoice to the person specified in the application and payment is made
- 4 Once payment is received, the appointment will be confirmed and an appointment letter will be issued if required

## Fee Structure

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Set-up Fee	£80
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Annual Fee	£80
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Additional Appointors in the same group and with the same contact details receive a 50% discount

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# Elemental