

# ESCAPE THE ORDINARY

We are Elemental

*Integrated Corporate Services for Law Firms*

**Elemental**



# About us

Elemental was established in 2011 to offer specialist corporate services. We addressed a gap in the UK market for a provider who could bring together select functions of large professional services firms and deliver them in a more efficient and personalised way.

Today, we are a leading UK specialist of integrated corporate secretarial, governance, accounting and tax advisory services. We help clients from over 100 countries with best-in-class corporate services.

We're run by experts who have worked for the Big 4 accountancy firms, Magic Circle law firms, and busy in-house teams. Now we are committed to working hands-on to support our clients with their outsourcing requirements.



1600 clients



108 countries



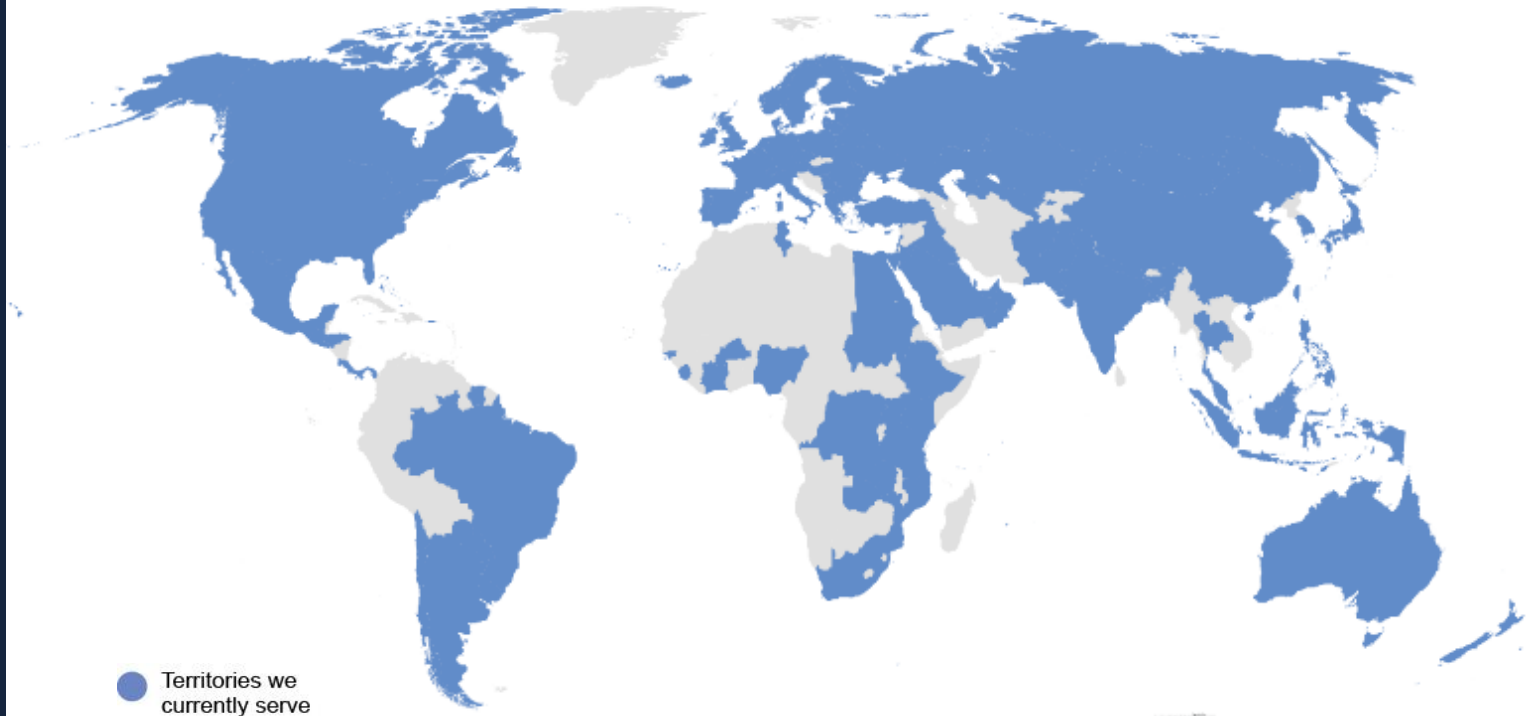
10 years of trading

ICSA member

ICAEW/CIOT Accountants

FCA Regulated

## Our Clients



# Our approach

A service designed to support law firms and their clients in a simple, joined-up and efficient way. All without compromising on quality.

## Integrated

We value joined up thinking. We offer all the essential corporate services for establishing and managing a UK entity in one place.

## Experienced

Our people are all senior. We allocate a director to every account and we work hands-on with our clients.

## Agile

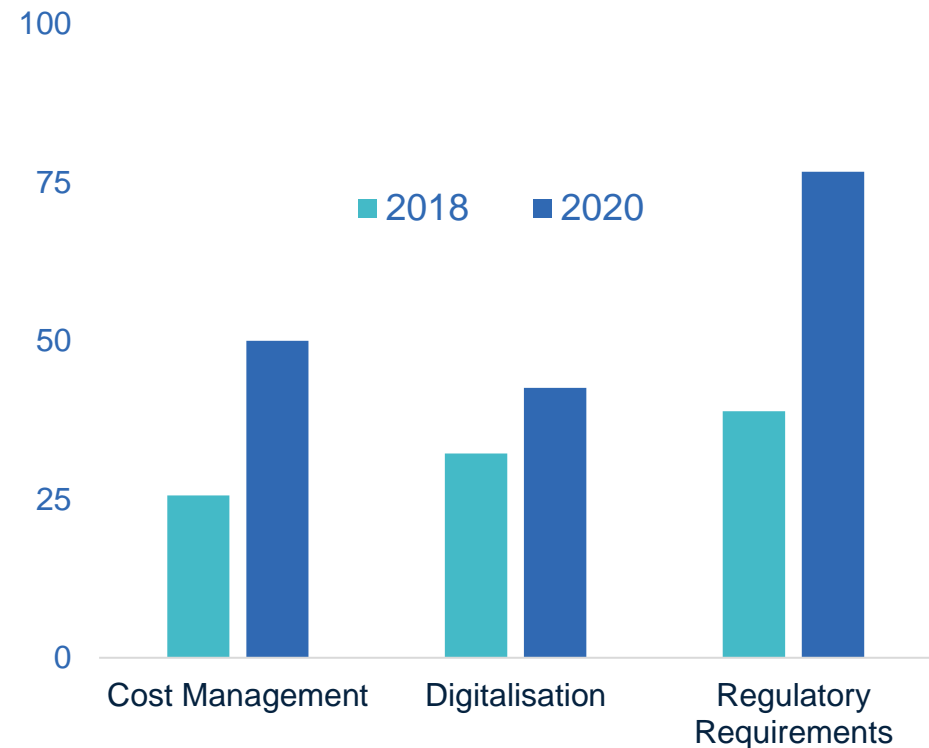
With no legacy systems, we're able to use the latest cloud software which means we have more time to focus on our clients.

## Competitive

We don't have the overheads or costs of a traditional firm. We take a flexible approach to suit your ways of working.

# Solving client concerns

## *In-House Top 3 Concerns*



In a survey of in-house company secretarial teams “cost management” was the number 1 concern raised by half of respondents and double the number pre-Covid. The second was digitalisation (Leathwaite, 2020).

# Our Services

We partner with law firms looking for best in class corporate services for their clients. Whether you are looking for a single service or a range of services we pride ourselves on joined up thinking.

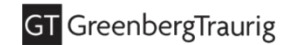
## What we do



## Who we do it for



# Who we work with



# Our Board



**Dhruv Patel**

Director of Accounting and Tax

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Dhruv heads up the Tax and Accountancy team and is qualified as both a Chartered Accountant and a Chartered Tax Advisor. He works hands-on with many of our overseas clients on market entry and ongoing support.

He began his career in PwC's Tax Advisory team, followed by the International Tax team at Mazars. He has also worked client side as the Group Tax and Treasury Accountant at international recruitment firm Michael Page plc.

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✉ [Dhruv.Patel@Elementalcosec.com](mailto:Dhruv.Patel@Elementalcosec.com)



**Nick Lindsay**

Director of Legal and Governance

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Nick is Founder and Director and heads up the Legal Services and Governance teams. He is an experienced corporate lawyer and qualified Chartered Company Secretary.

Prior to starting Elemental, Nick trained at Olswang in London with a focus on Technology, Private Equity and Tax. He has also worked in-house at the BBC, and later Visa.

At Elemental, Nick supports a range of clients including HM Treasury, Osborne, McCourt Global, Nova Entertainment, Greenberg Traurig and an Ontario Teachers' Pension Plan fund.

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✉ [Nick.Lindsay@Elementalcosec.com](mailto:Nick.Lindsay@Elementalcosec.com)



**Tobias Latham**

Director of Payment and Corporate Services

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Tobias works directly with clients on company secretarial, corporate governance and regulatory law, bringing a specialist knowledge of financial regulation.

A qualified solicitor, he initially trained at Linklaters and later worked for Macfarlanes in their Investment Fund and Financial Services group.

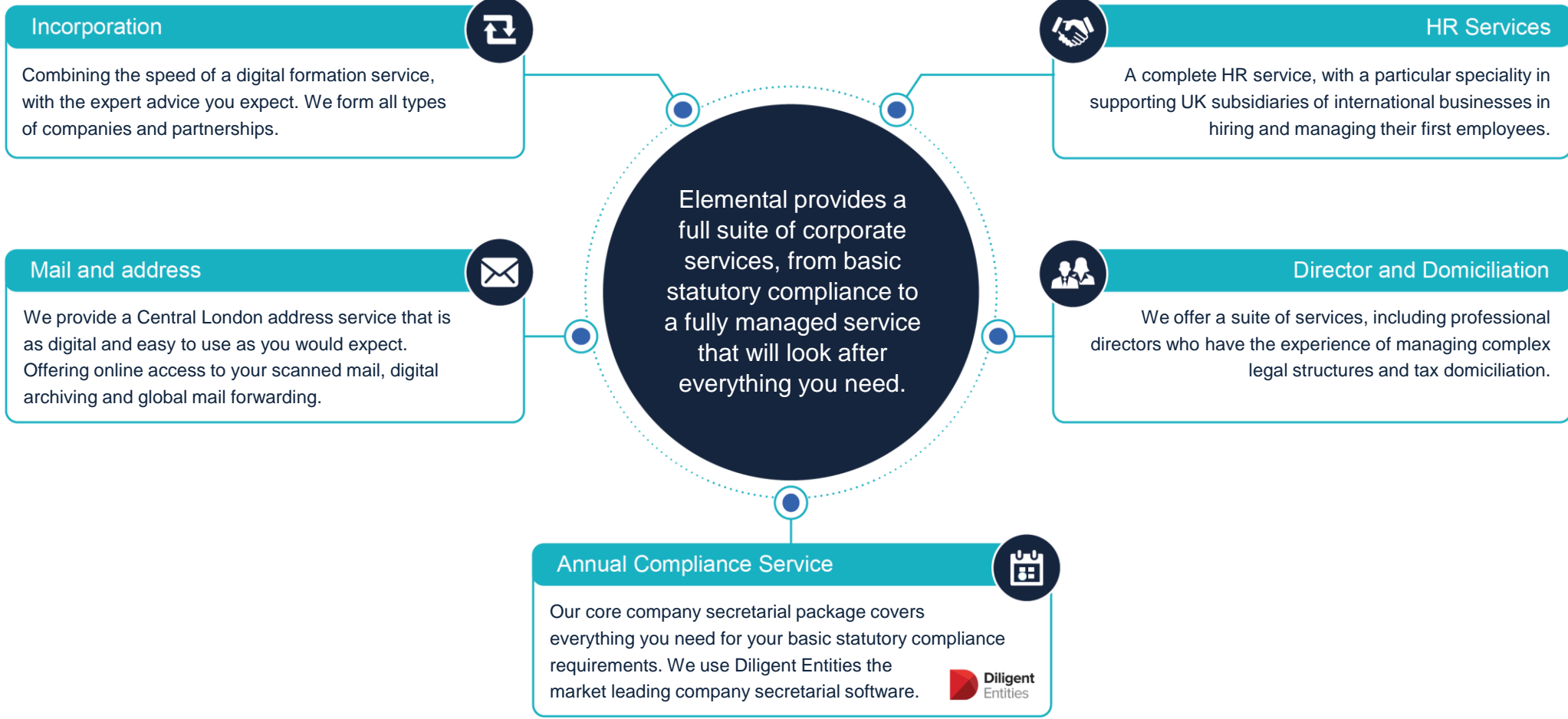
Tobias spent over five years teaching future solicitors the practical application of company and governance law at BPP. He holds a Masters in Banking & Finance Law from Queen Mary University of London and has achieved fellowship of the Higher Education Academy.

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✉ [Tobias.Latham@Elementalcosec.com](mailto:Tobias.Latham@Elementalcosec.com)



# Corporate Services





# Domiciliation Services

We specialise in providing a full domiciliation service to companies where it is critical to demonstrate they are centrally or effectively controlled and managed in the UK and there is clear evidence of this for the authorities.

## Professional Director Service

We use professional UK resident directors, who are typically qualified solicitors, accountants or investment professionals.

## UK Office Space

Dedicated office space to ensure the company has a real and substantive base in the UK.

## UK Administrative Staff

A UK staff member (in addition to the director) can be assigned and placed on the payroll.

## Virtual Office

A UK telephone number can be set up. This can also be combined with a dedicated company email address and website if desired.

## Financial Administration

Bookkeeping, annual accounting and tax compliance can be outsourced to our UK-based specialists. This would also satisfy the Companies Act requirements to maintain accounting records in the UK.

## Third Party Assurance

Most providers cannot point to third party assurance of their services. We can.

### Review by the Australian Taxation Office

We were supporting various Australian and UK companies that were UK tax resident. Following a thorough review of our work, including multiple years' of board minutes, evidence of challenge, communication and agreements, the ATO accepted they were UK tax resident.

### EY Audit

Our client, a pension fund, engaged EY to undertake a tax audit of their global structure. EY reviewed our work in detail and confirmed they were entirely happy with the activities and structure.

### Mutual Agreement Procedure

A client of ours successfully applied for Mutual Agreement between HMRC and a foreign tax authority in relation to the UK tax residency for companies we supported; this was granted with little pushback from the authorities.



# Governance

Elemental started as a company secretarial and governance firm and this is still where we love to support our clients. We specialise in supporting listed companies, companies in the financial sector (incl banks), third sector clients and large private groups.



## Meeting Support

Our chartered secretaries and corporate lawyers will support your board and committee meetings providing a fully outsourced company secretarial function.



## Corporate Governance

Our framework approach to good governance offers practical ways for organisations to implement lasting change. We focus on governance as cultural change and an enabler for future growth.



## Annual General Meeting

Our experienced team can coordinate the full AGM for you or support your in-house team. We will share industry best practice and bring experienced extra resource at this busy time.



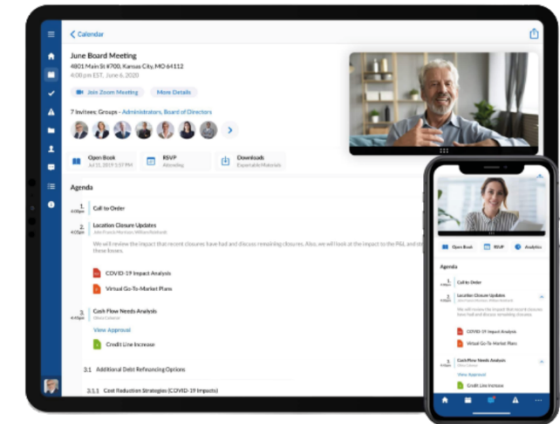
## Listing & Post Listing Support

We help companies contemplating initial listing or upgrading markets introduce company secretarial and corporate governance processes that support clear decision making, support growth and satisfy investors.



## Interim Support and Consulting

A flexible solution to support organisations experiencing peaks in workload or resource gaps. Our chartered secretaries are available for in-house or remote secondment roles as needed to complement your existing capabilities.



We partner with Passageways to offer our clients Onboard, the best in class Board management portal offering secure access to Board papers and seamless integration with video calling.



# Accounting and Tax

Our chartered accountants and tax advisors provide a fully integrated and expert accounting and tax service for UK companies.

**Accounting**

An end to end accounting offering that is delivered using efficient digital tools to make your life easier, including:

- Accounts production
- Audit Assistance
- VAT
- Payroll
- Bookkeeping
- Outsourced finance function

**Tax advisory**

Our chartered tax advisers and accountants are specialists in corporate and international tax. We will provide you with bespoke, high end tax advice to support you and your business. Some of the areas we can advise on include:

- Corporate structuring and investments
- VAT
- UK SPVs and Investment companies
- Payroll and profit extractions
- Construction Industry Scheme

**Tax Compliance**

An efficient tax compliance offering that works in tandem with our accounting and advisory services and includes the following:

- Corporation Tax Returns
- VAT Returns
- Self-assessment returns
- Country by country Reporting
- Dealing with investigations and HMRC queries





# Process Agent

We offer a process agent service that can be completed fully online, or with the help of our experts.



## Clear and Simple Online Application

We offer a live end-to-end solution for process agent appointments. Unlike others, our online form goes beyond data capture and process agent appointments can be completed instantly.

## Legal Knowledge

Our team 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.

# What our clients say

INNOVATE/FINANCE

Natalie Ceeney (CBE),  
Chair

*“When I took over as Chair of Innovate Finance three years ago, I looked for professional company secretariat support...I wouldn't hesitate to recommend Elemental to anyone looking for affordable, professional expert support from a thoroughly nice team.”*

C/M/S/  
Law.Tax

David Roberts  
Partner

*“Nick and his team at Elemental CoSec are dependable, professional and provide a first class service. I have known Nick since his legal days and did not hesitate in introducing him to a high profile Australian client needing UK CoSec services and he has delivered a consistently superb service on and from his appointment.”*

BioTheryX

Professor Miles Houslay  
Co-Founder

*“Superb service all through a transaction that involved parties in both the UK and the USA. Highly professional, fast and efficient with excellent updates, rapid responses to requests for information and with rigorous process appraisal before releasing materials. Undoubtedly a 5\* service - recommend without hesitation.”*

DEEPVERGE

Camillus Glover  
CFO

*“It's been a pleasure working with Elemental who were highly recommended to me by one of our Non-Executive Directors. They haven't disappointed and their complete-service approach has been both refreshing and practical.”*

HM Treasury

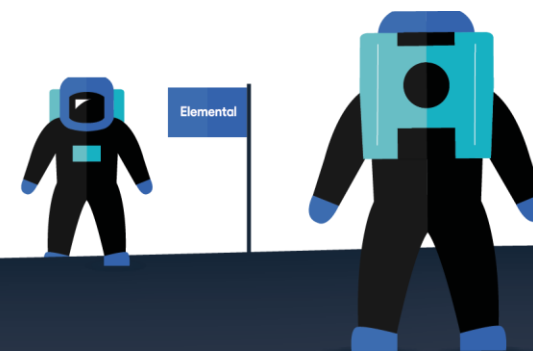
Kate Ivers  
Deputy Finance Director

*“Following a competitive tender process, we are pleased to have appointed Elemental CoSec to assume responsibility as Company Secretary for HM Treasury UK Sovereign Sukuk PLC.”*

mesoamerica

Alfredo Apéstegui  
Manager & Chief Legal Officer

*“We have been working with Elemental for the past 5 years, and we've had a fantastic experience. Nick and his team are highly professional and responsive, and they are a key partner to our business in the UK.”*



# Let's talk

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