

## Managed Company Secretarial Services – Quick Guide

Elemental provides a range of company secretarial services. The core annual compliance service covers all statutory compliance requirements for a UK company whilst providing access to an experienced advisor to discuss more complex matters.

For clients requiring more complex company secretarial and governance support (e.g., listed or financially regulated clients), Elemental provides wider corporate governance and board support services.

### Key Features

- Elemental uses Diligent, who partner with 80 of the UK FTSE 100 to offer our clients modern, secure and digitally maintained company records
- Elemental includes an allowance for business-as-usual transactions, at no extra charge.
- As part of the onboarding process, Elemental can undertake a health check on the client's records or even reconstitute the statutory books from scratch.
- Both RW Blears and the client can be given 24/7 online access to the records.



### A managed relationship

Elemental will tailor the service to the client's requirements and work closely with RW Blears to ensure a seamless client experience in the following ways:

- Provision of 24/7 access to client records to support a transaction
- Updates on material changes to the client's records
- Ensure records are always up to date in preparation for the next transaction.
- Handle routine tasks such as updating Companies House or Board minutes, whilst referring all legal matters to RW Blears.



### How to instruct Elemental

Elemental can look after the company secretarial aspects for a client from incorporation or for an existing client.

**Simply contact Elemental on:**

☎ +44 (0) 203 286 6229

✉ [info@elementalcosec.com](mailto:info@elementalcosec.com)

### The annual compliance service includes:

1. Onboarding and initial health check to identify any compliance issues\*
2. Transferring records to Diligent, the UK's market-leading company record platform.
3. Expert help with preparing and filing of the annual Confirmation Statement.
4. Maintaining the following Statutory Registers throughout the year:
  - a. Register of members/shareholders
  - b. Register of directors and secretaries
  - c. Register of allotments
  - d. Register of transfers
  - e. Register of people with significant control
  - f. Register of share certificates.
5. Live systems integration with Companies House to ensure the records are always up to date.
6. Appointment as a corporate company secretary, allowing us to sign certain documents for your convenience (optional).
7. Providing copies of the Statutory Registers and/or providing 24/7 direct online access to the registers (as applicable).
8. Dealing with reasonable routine changes to the statutory records and making all appropriate filings with Companies House, including directors, secretaries, and PSCs.
9. Secure digital storage of other company registers such as the register of mortgages, register of director's interests and share options.
10. Document monitoring at Companies House to prevent fraud.
11. Deadline reminders for Accounts filing and preparing board resolutions to approve the annual accounts, even if we are not preparing your accounts.
12. Providing company structure diagrams, company profiles, reporting schedules and other reports.
13. Making the electronic registers available for statutory inspection; or for the company's law firm, auditors and other advisors.
14. Providing a SAIL (Single Alternative Inspection Location) if desired and informing Companies House.
15. A health-check each year including a review of the company's public records.
16. Acting as a first point of contact for expert advice on additional statutory compliance issues.

For **public companies**, the service includes all the relevant support detailed above, in addition:

- if the plc is listed then Elemental would not hold the register of members/shareholders but instead, Elemental would liaise with the registrar as needed;
- for an unlisted plc with a small number of shareholders, Elemental would also provide the documentation for the AGM. For a larger PLC Elemental can also support the AGM and will prepare a bespoke proposal, if required.

For an **LLP** or company without share capital, the annual compliance service is similar but adapted to take into account the nature of the entity.

Elemental can also obtain a Company Seal and be empowered to seal share certificates on behalf of the client if desired. Extra fees apply.

\* For companies with complex historical registers, fees may apply

### Need help?

📞 +44 (0) 203 286 6229

✉ [info@elementalcosec.com](mailto:info@elementalcosec.com)

📄 [elementalcosec.com/RWBlears](https://elementalcosec.com/RWBlears) (for the latest documents)