

# ESCAPE THE ORDINARY

We are Elemental

*Integrated Corporate Services for Law Firms*

**Elemental**

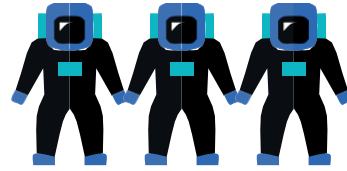


# About us

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



12 years of trading

**Chartered Governance  
Institute Member (CGI)**

**ICAEW and CIOT  
Accountants**

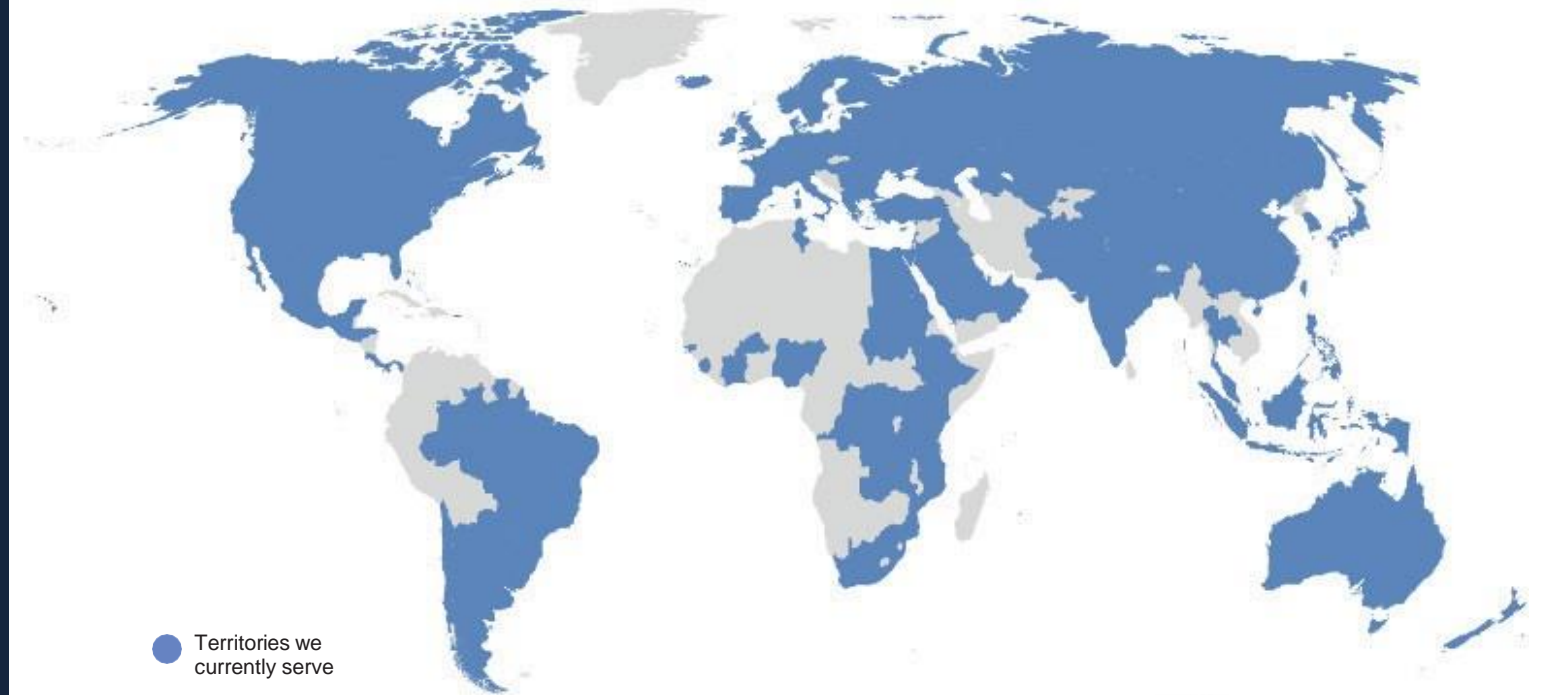
**Solicitors Regulation  
Authority Registered**

**2021 & 2022 CGI Service  
Provider of the Year**

**FSQS (Financial Services  
Qualification System)**

**Cyber Essentials Plus**

## Our Clients



# A Team of Experts



“The ability to simplify means to eliminate the unnecessary so that the necessary may speak.”

*Hans Hofmann*

What we do spans disciplines and is rarely black and white. But for our clients we always strive to keep it simple. Our experts build a deep understanding of your goals and provide simple, joined up and practical commercial advice to meet them.

# Our Board



**Nick Lindsay**  
Managing Director

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Nick is the founder and Managing Director and also works across our Governance and Company Secretarial teams. He is an experienced corporate lawyer and qualified Chartered Company Secretary.

Prior to founding Elemental, Nick worked at Olswang (now part of CMS) with a focus on Technology, Corporate and Tax. He also worked in-house at BBC Worldwide and Visa Europe.



**Tobias Latham FCG**  
Director of Company Secretarial Services

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A dual-qualified company secretary and solicitor, Tobias initially trained at Linklaters and later worked for Macfarlanes in their Investment Fund and Financial Services group.

Tobias spent over five years teaching company and governance law at BPP. He holds a Masters in Banking & Finance Law from Queen Mary University and is a fellow of the Chartered Governance Institute.



**Dhruv Patel**  
Director of Tax and Accountancy

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

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



**Kate Owen FCG**  
Director of Governance

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Kate has been working in the legal and company secretarial sector since 2004 and leads our governance team.

Kate has first-hand experience of working on organisations with complex stakeholder requirements. She was previously Head of Governance for RICS where she managed the Corporate Management Team and worked in-house for GAFTA, John Lewis and Domestic & General.

# Our approach

A service designed to support 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.

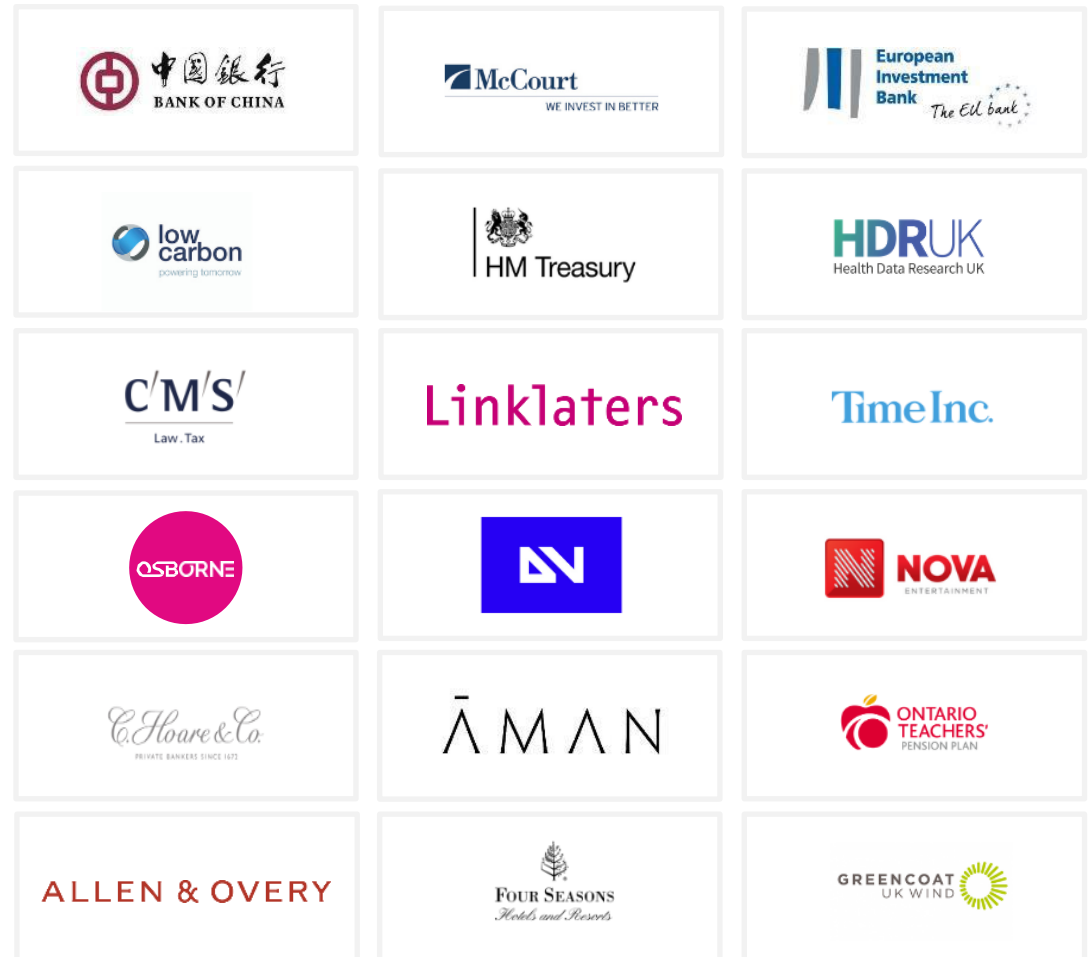
## Agile

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.

## Who we work with



# 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





# Corporate Services

## Incorporation



Combining the speed of a digital formation service, with the expert advice you expect. We form all types of companies and partnerships.



## HR Services

A complete HR service, with a particular speciality in supporting UK subsidiaries of international businesses in hiring and managing their first employees.

## Mail and address



We provide a Central London address service that is as digital and easy to use as you would expect. Offering online access to your scanned mail, digital archiving and global mail forwarding.



## Director and Domiciliation

We offer a suite of services, including professional directors who have the experience of managing complex legal structures and tax domiciliation.

## Annual Compliance Service



Our core company secretarial package covers everything you need for your basic statutory compliance requirements. We use Diligent Entities the market leading company secretarial software.



Elemental provides a full suite of corporate services, from basic statutory compliance to a fully managed service that will look after everything you need.



# 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.



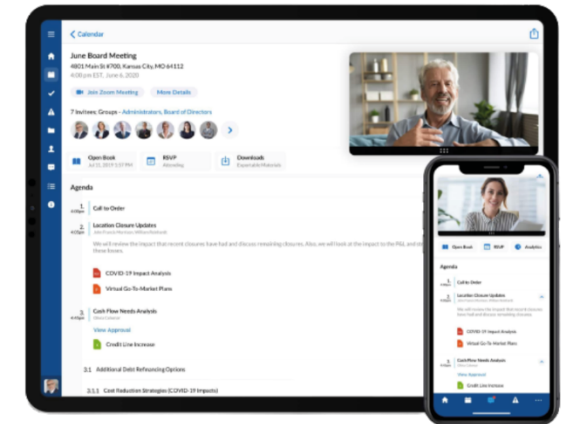
## Listing & Post Listing Support

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.

# Case Study

## Greenberg Traurig

Greenberg Traurig LLP (GT) is a multi-jurisdictional firm comprised of 2,200 lawyers in over 40 offices.

The GT team is recognised by rankings in current Chambers & Partners Guides in jurisdictions and practices around the world.

### CHALLENGE

To provide corporate services to the clients of GT in an efficient, helpful and professional manner whilst exceeding GT's demanding expectations.

Enquiries are received from GT offices all over the globe on a regular basis. These often require an immediate response to establish appropriate corporate structures.



### SOLUTION

Elemental's staff action requests from GT's team promptly to provide a seamless service for the client. Their presence in the UK is established quickly and we ensure all company secretarial requirements are met.

Elemental has assisted with the simple yet time-critical and vital process of incorporating a UK company on behalf of GT's clients over 100 times. Elemental has also aided with the compliance requirements of these new companies moving.



### RESULT

GT and Elemental have developed a close relationship that has improved the experience of UK corporate administration for over one-hundred clients globally. GT continues to introduce its clients to Elemental as their preferred company secretarial partner in the UK.



# Testimonials

INNOVATE|FINANCE



*When I took over as Chair of Innovate Finance three years ago, I looked for professional company secretariat support. I'm very pleased that I made the decision to contract with Nick Lindsay and his team at Elemental. Nick and his team have provided calm, consistent and very professional and 'can do' support across a wide range of issues, from keeping us compliant to supporting us on GDPR implementation, redrafting articles as situations changed, and managing governance changes. I wouldn't hesitate to recommend Elemental to anyone looking for affordable, professional expert support from a thoroughly nice team.*

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**Natalie Ceeney (CBE), Chair**

*(Previously CEO of the Financial Ombudsman Service)*

C/M/S/

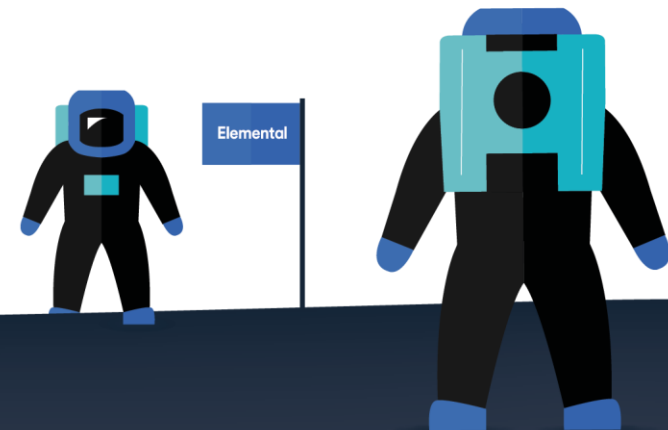
Law . Tax



*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.*

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**David Roberts, Partner**



# Let's talk

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