

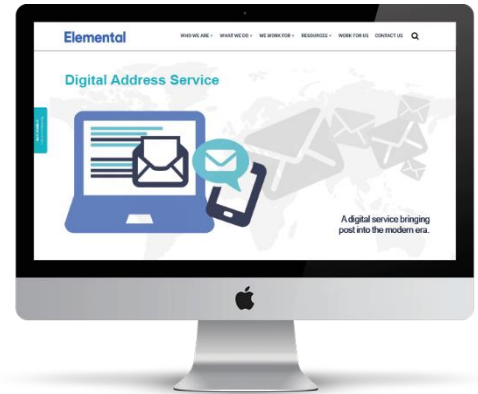
## Registered office and Digital Mailroom – Quick Guide

Elemental offers clients a comprehensive registered office service that includes a digital mailroom, providing authorised stakeholders online access to mail, organised by company and date. Our services meet the requirements for an “appropriate address”.

### Key Features

The address service is designed for firms and their clients, with the following standard features:

1. Central London Address
2. Digital mailroom access for the firm and the client
3. All types of mail, including couriers, parcels and letters can be processed
4. Physical mail forwarding anywhere in the world (if required)
5. Unlimited director service and persons of significant control (Business Address Service)



### 3 Levels of Service

	Registered Office	Registered Office Plus	Business Address
Meets legal requirement	✓	✓	✓
Statutory correspondence	✓	✓	✓
Electronic forwarding	✓	✓	✓
Digital Mailroom	✓	✓	✓
Post forwarded globally	✓	✓	✓
Service Address at Companies House (for directors and/or PSC)		✓ (up to 2 individuals*)	✓ (unlimited)
Suitable for all correspondence inc. contracts			✓
Registered Email Address	Optional (fee applies)		
Annual Fee	Our up to date fees can be found <a href="#">here</a> .		

\* £Fee applies for each individual over 2

\*\* Mail scanning fee applies per item for Business Address

# How to instruct Elemental

To set up the service, contact Elemental by phone or email using the details below. If the service is connected to a company incorporation, all the information is collected via the incorporation form.

If not already completed, Elemental will need KYC information on the end client, although the address can be setup in the interim with the firm as the client (until KYC is complete).

Step 1 – Instruction	Step 2 - Confirmation
<p><b>Address Portal</b> 🖥️ Visit the address portal which can be found on the <a href="#">Law Firm Hub</a>.</p> <p><b>Contact us</b> 📞 +44 (0) 203 286 6229 ✉️ <a href="mailto:info@elementalcosec.com">info@elementalcosec.com</a></p> <p><b>Incorporation</b> 📄 Or, if it is part of an incorporation, please complete our form which can be found on the <a href="#">Law Firm Hub</a>.</p>	<p>Elemental will confirm as soon as the address is operational.</p> <p>The format will be:</p> <p>&lt;&lt;Client Name&gt;&gt; 27 Old Gloucester Street London WC1N 3AX</p>

## FAQs

### What information do I need to provide when setting up the address service?

Elemental will need the following information (although it can follow after setup if necessary):

- Names of any PSCs and Directors taking the service address
- The names and email addresses of who should have access to the digital mailroom.
- How the client would like the physical mail handled (forwarded or securely destroyed and recycled).

### Will Elemental update the address at Companies House?

If Elemental are providing company secretarial services to the company (or it is a new incorporation), Elemental will handle this. Otherwise the firm or the client will need to change the address.

### How long does it take to setup?

The address can be set up the same day.

### What KYC information will be required by Elemental?

KYC/AML checks will need to be completed unless already performed. Elemental will need to know the corporate structure of the company and its ultimate beneficial owners before advising you on what information is needed.

#### Need help?

📞 +44 (0) 203 286 6229

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

🖥️ [elementalcosec.com/lawhub/](https://elementalcosec.com/lawhub/) (for the latest document)