

## REGISTERED OFFICE SERVICE FACT SHEET (from 01/04/23)

### Introduction

The Companies Act 2006 imposes the requirement for all companies to display their registered name at their registered office address (either painted or affixed), and also at any place where it keeps any company record which is available for inspection under the Act. It is compulsory to have an effective registered office at all times. The display must be able to be read with the naked eye and easily be seen by any visitor to the premises. It must also be a continuous display.

A company's Registered Office is also the address that any statutory demands, writs, legal notices, certain correspondence from HM Revenue & Customs and other communications may be sent to. It is also the address at which most the statutory books of the company must be kept. It is a legal requirement that the correspondence that is sent to the Registered Office can be dealt with promptly and effectively at all times.

At MNA we offer a complete service that takes the worry of the legal requirements surrounding company Registered Offices away from you. This Fact Sheet briefly outlines the service we offer:-

### Fees

We charge a fixed fee of **£100** plus VAT per annum.

### Our Service

Within the service, we will undertake the following:-

- Have your company name professionally displayed on a TV, which is fixed to the wall and visible as you walk into our reception area.
- Should you ever need to change your company's name we will update our display to your new company name.
- We will accept all statutory demands, writs, legal notices, communications from HM Revenue & Customs and any other communications sent to your company via its registered office and deal with them immediately on your behalf.
- We will act as the Service Address for up to 4 Directors.
- We will keep the company statutory records at our office in a secure fashion, such records include for example:-
  1. Register of members and any share transfers or allotments (shareholders)
  2. Register of debenture holders
  3. Register of directors and secretaries
  4. Directors service contracts
  5. Minute book of board and general meetings
  6. Register of People with Significant Control
  7. Register of charges (e.g. mortgages)

This fulfils the legal requirement that the first three of these records must be available for inspection by the general public.

*Please note that if you require us to complete any of the above statutory records on the company's behalf, we offer a separate 'Company Secretarial' service which is charged for separately. Please review the fact sheet relating to this service that provides more information on what is provided.*

- General advice in connection with the above