

## company secretarial & statutory books...

Company secretarial is the statutory duty to maintain and preserve the certificate of incorporation, memorandum and articles of association, board and general meeting minutes, signed directors' reports and accounts and auditors reports.

Statutory Books include the following: Register of members including list of shareholders details; Register of directors and secretaries including officers of the company, addresses and appointment details; Register of directors interests such as directorships, significant interests and other relevant information; Register of charges and debentures, which is a record of the charges, mortgages and debentures issued or entered into by the company in relation to the assets which have been so charged and the terms on which those charges have been agreed.

Ensuring company secretarial records and statutory books are kept up to date can be time consuming and easy to neglect when looking after your customers. If records are not kept up to date, it could result in a fine. The use of a qualified and experienced adviser can free you to concentrate on the development of your own business.

We are able to assist with...

- Dealing with all statutory forms in connection with the day to day Administration of any company
- Ensuring that all forms and statutory requirements of any company are Performed in the required timescale
- Advise on any statutory requirements of any company under the latest version of the Companies Act

Other support services available include...

- Company searches
- Statutory audit and filing of statutory accounts

Services are provided by our dedicated team of professionals who have experience across a wide spectrum of business sectors.

For further information or a free initial consultation please contact us on 0845 555 8844 or email us on [accounts@dains.com](mailto:accounts@dains.com).

