

## COMPANY FORMATION AND COMPANY SECRETARIAL SERVICES

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At CavanaghKelly we provide standard or bespoke incorporation for private limited companies, property management companies and LLPs.

After its incorporation, there are a wide variety of obligations that a company must observe on an ongoing basis as it carries out its day-to-day business. Some of those obligations are triggered as a result of changes to the company's particulars, whilst other obligations are ongoing and relate to transparency and record keeping.

Private companies are no longer required to have a company secretary. However, whether or not a company decides to have a company secretary, a company will need to ensure that the functions of the role are carried out.

**In addressing the specific requirements of our clients, CavanaghKelly provide a company secretarial service which includes:**

- UK and ROI company incorporations
- Registering the appointment, retirement, resignation or removal of the company's officers
- Filing changes in the registered details of the company's officers
- Dealing with transfers and issue of shares resulting in changes to the company's membership
- Registering changes to the company's name
- Drafting changes to the company's constitution
- Advice on trading disclosures
- Maintaining registers of information in accordance with the Companies Act 2006
- Preparing and filing the company's confirmation statement (previously the annual return)
- Drafting board and members' minutes and resolutions
- Electronic and/or hard copy filing at Companies House
- We also provide company law guidance and board member coaching.

### OUR COMPANY SECRETARIAL TEAM

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