

Company Secretary Service

An introduction to
our service

affinia



Introduction | Our Company Secretary Service

In recent years, the role of the Company Secretary has become more important. Despite the name, Company Secretarial services do not involve the traditional duties of a secretary. Instead, they refer to the administrative function that supports businesses in their setup and ongoing administration, ensuring that companies comply with relevant laws and regulations and at Companies House.

Keeping up with changing legislation can be challenging, but our expert team ensures that all applicable returns and submissions are prepared and filed accurately and on time and that statutory records are maintained in accordance with relevant laws. We also assist with filing any required statutory changes and ensure that Companies House filings are completed correctly and on time.



The role of the Company Secretary

Although company secretaries play an essential role in ensuring the smooth running of a company, there are certain risks associated with this position.

Under the Companies Act 2006, a Company Secretary is legally obligated to perform specific tasks, such as filing confirmation statements, keeping accurate records (company registers), and providing information about the company's directors and shareholders. They are also responsible for ensuring directors and shareholders comply with the law.

If a director or shareholder breaches their duties, the Company Secretary may be held liable for any associated damages. This could include failure to report a change in circumstances, making false statements, or acting fraudulently. In some cases, the Company Secretary may even face prosecution. These potential consequences underline the importance of the company secretary's role in maintaining legal compliance.

Penalties if a person accused and found liable for breaching the Companies Act, they may be subject to a fine or even imprisonment or both. As such, it is essential for Company Secretaries to fully understand their legal obligations and to take appropriate measures to ensure compliance.



Our approach

Our expert team provides the following support:

- Preparation and filing of all applicable returns and submissions as needed to keep your corporate business compliant.
- Maintaining company's statutory records in line with all laws including the Companies Act 2006 and the Economic Crime and Corporate Transparency Act.
- Dealing with, and filing any statutory changes as required by your corporate business.

A vital element of the governance of your company, we ensure your Companies House filings are completed accurately and on time.



Our Expertise

We have helped clients with:

- Maintaining statutory registers:
 - Register of Allotments
 - Register of Transfers
 - Register of Members
 - Registers of Secretaries
 - Register of Director's Interests
 - Register of Mortgages and Charges
- Changes of preparing and filing Companies House forms:
 - Changes of registered office
 - Increases in share capital
 - Allotment of shares
 - Changes of accounting reference date
 - If required, acting as secretary of your client
 - If required, providing your company with the registered office address
- Share restructuring of your company
- Submitting annual Confirmation Statements

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‘Your entire team is helpful and a delight to work with, from the receptionist to the partners. I would be only too pleased to recommend your services to any company, large or small!’

Mark Cardy, Nationwide Community Care Limited.

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Our Clients

We work with:

- SMEs - Many of our clients are well run owner managed businesses
- Large Corporates - We understand the different needs and pressures of a larger scale business
- Family Businesses - We have a wealth of advising multi-generation family business clients



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‘What sets you apart is not only your professional competence but also the positive and friendly attitude that permeates every interaction. Your team has consistently demonstrated a genuine interest in our business, fostering a collaborative and supportive partnership.’

Ryan Jiggins, Maze Logistic Solutions Ltd.

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Here when you need us

For more information regarding our Company Secretary service, please contact a member of the business support team who will be able to assist you. Alternatively please make enquiries with your usual main contact.

If you require any assistance or wish to speak to us, please contact us. We are always here to help you with any queries or concerns.



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We are primarily located in London and the South East, although with the emergence of cloud-based technologies, we have clients much further afield.



www.affinia.co.uk

LB Group Limited, trading as Affinia, registered in England © 2020 Company Number: 2796741.

Associate Directors are not statutory directors of the firm.

Chubb Insurance Company of Europe S. E, Policy Number: 82182733E. Limit of Indemnity £4 million on any one claim.

LB Group Limited, trading as Affinia, is registered to carry out audit work in the UK by the Institute of Chartered Accountants in England & Wales.

LB Group Ltd, trading as Affinia, is authorised to carry out a range of investment business by the Financial Conduct Authority.

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