



Company Select (UK) Limited
Accounting, Business, HR & Legal Support
Supporting you, on your company's journey

Suite 1, Business Development Centre
Stafford Park 4
Telford
TF3 3BA

Company Secretarial Service Package

Our Company Secretarial service package is ideal for small to medium business owners who don't require their own employees. Using Company Select (UK) Limited's (CSUK) Company Secretarial service you will receive friendly, professional, knowledgeable expert advice.

Our Company Secretarial service package starts at £55.00 per annum, this is dependent on the volume of work required. The package will include:

- Submitting the Annual Confirmation Statement, including the annual filing fee to Companies House
- Maintaining Statutory Books, creating and maintaining People with Significant Control Register (PSC)
- Filing any changes at Companies House for Directors, Secretaries, addresses
- Other changes and advisory matters are charged on a quoted basis
- Share transfer documentation, including share certificates

Using our Secretarial services, aids your business whilst saving you money. No need to employ in-house staff, take out our services at a fraction of the price.

Please contact us to discuss your tailored package.