

What do we do for you?

Company Secretary – Louise Park of Virtual Company Secretary Limited



- ✓ **Acts as Company Secretary**, managing all the management company's secretarial compliance including;
 - maintaining accurate **Shareholder Register, Director listings & filing the annual confirmation statement** with Companies House.
 - providing **Company Registered Office Address** and service addresses for Directors
 - Assistance at **AGM** and providing **minutes** of the meeting
 - Assistance at regular **meetings of the Board of Directors** and providing **minutes** of the meeting
- ✓ **Arrange Share certificate transfers**
- ✓ **Preparing and filing of annual statutory financial statements**
- ✓ **Maintaining accounting records**
- ✓ **Monitoring service charge collection** and chasing any missed payments
- ✓ **Online banking payment processing for ad hoc expenses**

The Board of Directors

- ✓ **Appoint and monitor regular service providers** including for; company secretarial, gardening, electricity, water, banking & insurance.
- ✓ **Arrange any required maintenance** of the Estate.
- ✓ **Review Company finances and service charges** to ensure sufficient funds for maintaining the Estate.
- ✓ **Monitor and enforce Estate covenants**
- ✓ **Responsible for general Company compliance**
- ✓ **Any other Estate business** e.g. helping to arrange any Pine Close events