



Together  
We Count

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Your Hassle-Free Registered Office

# Why you must have a Registered Office

Every company in the United Kingdom must have a registered office address, it's a legal requirement. It must be a physical location in the UK where official documents can be sent, it can not be a PO Box address or a website, it has to be an address a human being can enter i.e. a 'bricks and mortar' address.

Although your registered office can be the address you work from, many business owners choose to use the address of their accountant, since the accountant usually deals with company secretarial services and legal requirements.

Foreign residents have no choice but to buy access to a UK address if they want to have a company registered here; in the digital era it's one of the only things that defines a company as being British.

## But it's such a hassle...

Dealing with post from Companies House, HMRC and the inevitable junk mail can be a real pain and a waste of your valuable time.

## What we do

Our Registered Office service means we receive all your company post and process it, making you aware of any urgent matters. We can also directly deal with some documents leaving you free of the hassle.

## How you benefit

- Benefit from having our office address as your official address – having an accountant's office address adds credibility to your company. It shows your customers and suppliers you are serious about your business and your financial management.

- If you work from home you ensure your residential address is not shown on public registers.
- Registered offices attract junk mail. We will filter that junk for you so you only need to worry about your company's official government post.
- We forward all your business post to you – not only your official government post. No need for you to worry about the postage. We'll sort that out as part of the service.
- We review all that dreaded correspondence from HMRC which means important documents will never be overlooked and that means you will not run the risk of fines and penalties for failing to file those key statutory documents.

For a small monthly investment (with no additional charge for postage or other hidden fees) we'll make your life much easier. It's payable on monthly Direct Debit so you can spread the payment and easily manage your cash flow.



## Already have a Registered Office?

That's no problem. You can easily change your Registered Office to our office address. And don't worry; we'll sort out all the paperwork to change your Registered Office for you free of charge.

## My company is no longer operating. It's inactive. What does that mean?

If your company is inactive, i.e. it has no 'significant accounting transactions' during the accounting period, you'll need to prepare dormant accounts and a nil corporation tax return. While the format is very prescriptive, you still need to file documents on time and if not filed on time late filing penalties will apply.

Our standard price for preparing and filing fully compliant dormant accounts is just £300 plus VAT.

However, we offer this as a completely free service as part of our Full Company Registered Office service.

# Your options at a glance

- |                                    |   |   |
|------------------------------------|---|---|
| <b>Premium Registered Office</b>   | - | This is the best option for busy business owners who don't want any of the hassle of company secretarial work.                                |
| <b>Full Registered Office</b>      | - | This is our most popular option because it ensures you never miss an essential statutory deadline and so avoid fines and penalties.           |
| <b>Essential Registered Office</b> | - | This option is best for those business owners who are simply looking for a professional solution to their official Registered Office address. |



# Your options in detail

	Premium payroll	Full payroll	Essential payroll
Your Registered Office Address	●	●	●
Filtering your junk post	●	●	●
Post forwarding	●	●	●
Scan and email / picture message service	●	●	○
Completion of your Confirmation Statement (CS01)	●	●	○
Statutory reminder service	●	●	○
Company secretarial work	●	○	○
Preferential rates to a stylish city centre bar for meetings	●	○	○
Completion and filing of inactive company accounts (saving you £300 plus VAT)	Free	○	○
Change of Registered Office to our address	Free	Free	Free

- Included within the bundle
- Not included within the bundle

**Note:** The price of this service is fully deductible for tax purposes, which means, in effect, HMRC will refund you a portion of the costs (subject to the rate of Corporation Tax you pay).

# What you get with our full package

Here are some of the additional services that are most popular:

## Scan and email / picture message service

We all hate paper piling up. So, what we do is open and scan all of the post addressed to your Registered Office and email it to you, this saves you space. We will also file and respond to all-important statutory correspondence, which means all critically important documents from HMRC and Companies House are never overlooked and filed on time.

## Completion of your Confirmation Statement (CS01)

Every company must file an annual confirmation statement at least once every 12 months. The company's director(s) and the secretary are responsible for ensuring the confirmation statement is filed on time.

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Brilliant accountants providing an extremely knowledgeable, professional and friendly service. I would highly recommend working with Together We Count for anyone seeking a proper, professional service.

-- Tom, Gardening Services

*"A successful man is one who can lay a firm foundation with the bricks that other throw at him."*

-- David Brinkley

## Completion of your Confirmation Statement (CS01)

Every company must file an annual confirmation statement at least once every 12 months. The company's director(s) and the secretary are responsible for ensuring the confirmation statement is filed on time.

It is a serious offence not to file the company's statement within the permitted time range for which Companies House can prosecute the company and its officers. To make your life easier and to take away the worry of prosecution we can deal with the Confirmation Statement for you.

## Statutory reminder service

Whenever we receive any official government mail from Companies House where action is required we will inform you of all statutory deadlines so you can relax without the worry of missing deadlines and receiving penalties (and in some cases prosecution).



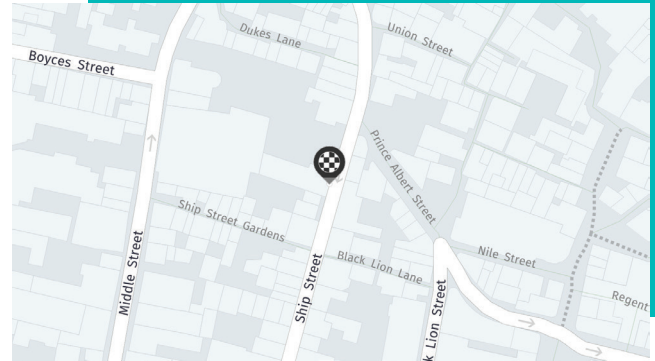


# What you get with our premium package

Here are some of the additional services that are most popular:

## Preferential rates to a stylish city centre bar for meetings

As part of our Premium package you will have preferential rates for the exclusive hire of a new stylish bar based in central Brighton called - The Golden Pineapple of Ship Street (subject to availability). The bar can be used for business meetings, corporate events or for general entertaining giving you a professional environment for your important business meetings with new customers, critical suppliers and other business contacts. If required the bar can be staffed to serve you with tea, coffee, water, cocktails or beers and other refreshments and you can make use of our Wi-Fi and space which is limited to 70 people.



*“A man should never neglect  
his family for business.”*  
-- Walt Disney



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A stress free experience from start to finish. Professional and knowledgeable. Highly recommended. I will be using Together We Count for all of my future financial affairs.

-- Dave, General Builder

## Full company secretarial work

The Companies Act 2006 includes legislation on company secretarial requirements. It's a hassle and the government keeps changing the rules. Your statutory books can be inspected at any time. We can take all this hassle away from you and deal with all of the following:

- Writing up, maintaining and storing your company's statutory register and share register, including dealing with share transfers – so you know this important job is done properly.
- Dealing with all company secretarial work, including preparing minutes of meetings.
- Dealing with the allotment or transfer of shares for up to 10 shareholders.
- Preparing the Confirmation Statement and all statutory forms for filing, for example appointment and resignation of company directors, change of accounting year end date – so you never have to pay fines or penalties for being late or getting things wrong.
- Answering any questions you have, at any time, on any aspect of your responsibilities under the Companies Act – so that you always have complete peace of mind



# How we go beyond compliance

Your financial welfare can be split into the following categories:

## Business

### Compliance

- Tax returns
- VAT returns
- CIS returns
- Company secretarial
- Year-end accounts

### Running your business

- Management accounts
- Payroll
- Auto-enrolment
- Bookkeeping
- Budgets
- Hr & Employment Law
- Training
- Credit control
- Board meetings
- Finance director
- Company formations

### Save

- Tax planning
- Banking
- Business cost reduction

### Grow

- Business plans
- Cash flow forecasts
- Company valuation
- Profitability analysis
- Securing finance
- Acquisitions
- Sales training
- Business advisory
- Business coaching
- Price consulting



## Individual

### What if's

- Business insurances
- Revenue investigations
- Other business
- Investigations e.g. Fraud

### Personal

- Pensions
- Savings/investments
- Wills/inheritance
- Protection
- Mortgages
- Income planning
- Personal tax planning
- Separation/divorce
- Annual reviews
- Family agreements
- Wealth management
- Wealth preservation
- Personal insurances
- Power of attorney
- Executor/trustee
- Capital gains tax
- Legal services
- Client account banking

### Other

- Exit strategy
- Shareholders agreements
- References
- Business systems
- Liquidations
- Company reorganisations
- Mediator



Together  
We Count

You Count, I Count,  
We Count

aat

  
**ProActivTax**



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Together We Count aim to ensure you:

- Achieve more profits
- Pay less tax
- Have reduced costs
- Have more cash
- Have less stress
- Are prone to less risk
- Save more time
- Increase your wealth
- Have a better lifestyle
- Have greater security