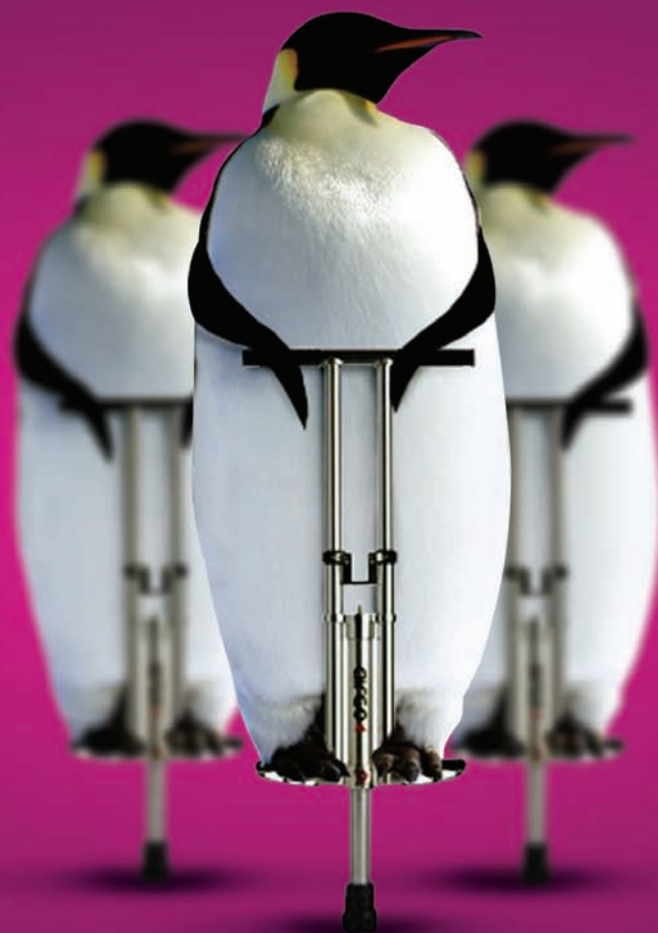


Let our expert  
**Corporate Compliance**  
**team** keep you one  
jump ahead.

Setting up your own company can be a new and exciting experience, making it easy to fall behind with your statutory obligations. Let us help you stay ahead of the pack with RHK's specialist corporate compliance service.



Staying up to date with all of your obligations can be a daunting task. Let RHK's Corporate Compliance team ensure you never fall behind. We have a broad range of experience and depth of knowledge to guarantee that RHK provide clients with a complete range of corporate compliance services.

RHK has invested both time and money in specialist corporate compliance software which allows the immediate electronic administration of statutory records to clients and third parties, providing an expedient and cost effective way to manage your business compliance needs in today's fast paced world.

## Contact

For more information on our full range of intelligent corporate services, don't hesitate to contact our dedicated team; David Hall, Lynn Raffle, and Michelle Kenny, who will answer any of your queries.

Call **0191 478 1513**

Coburg House, 1 Coburg Street, Gateshead, Tyne & Wear. NE8 1NS  
F: 0191 490 0380 E: [advice@rhk.co.uk](mailto:advice@rhk.co.uk) W: [www.rhk.co.uk](http://www.rhk.co.uk)



: intelligent business from

**R H K**  
Chartered Accountants  
and Business Advisers

## Company Formation

Starting a new company can be a new & exciting time, it can also be a minefield of complex legislation. Let RHK take care of this ensuring you avoid unnecessary fines and penalties.

- **Advice on the availability of the chosen name for company**
- **Advice on structure and officers for the company**
- **Formation of the company**
- **Preparation and convening of first board meeting**
- **Electronic preparation and filing of statutory records**
- **The issue of share certificates**

## Company Secretarial Annual Service

This service is available to newly incorporated and existing companies. Our specialist Corporate Compliance team can help with:

- **Maintaining company's statutory records electronically**
- **Preparing and filing of the Annual Return electronically**
- **Filing annual accounts and reminding you of deadlines**
- **Preparation of shareholder & director meeting minutes if required**

## Registered Office

Whilst it is normally appropriate to have companies registered at their trading address, RHK is able to provide a registered office address for new or existing companies for an annual fee.

All correspondence received at the Registered Office is treated confidentially and forwarded to the company where necessary.

The services listed are not exhaustive.