



31 Arden Close, Bradley Stoke, Bristol, BS32 8AX United Kingdom  
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www.orderedmanagement.co.uk | enquiries@orderedmanagement.co.uk

## Company Name

## Incorporation Number Service Commenced

IMPORTANT: UK compliancy laws require us  
to confirm the identity and residential  
address of each beneficiary of the company.

## Next Renewal Date

You have appointed Ordered Management Secretary Ltd as your Company Secretary. In performing this service, your nominee Company Secretary acts on behalf of the Director(s). The Director(s) retain full responsibility for the actions of the company.

<b>Contact</b>	<b>(NAME)</b>	Telephone
<b>Details</b>	<b>(ADDRESS)</b>	Fax
		Mobile
		Email

## Correspondence

Our fee covers the cost of reasonable handling of official company documents, which will be sent via the normal postal service. This service does not cover trade correspondence or the use of express or courier

## Responsibility

The Company Secretary undertakes to countersign approved documents under the Director's instructions. We will not become involved in the affairs of the company or take responsibility for commercial contracts or any trade matters. We rely on the Director(s) providing correct, up-to-date information to maintain the Company Register and other matters affecting the company constitution. The Company Secretary may not sign company accounts, which remain the full responsibility of the Director(s).

## Annual Return

The Company Secretary will complete and file the Annual Return on behalf of the company provided that this contract is current at the date when the Return becomes due. This includes payment of the official filing fee. The Director is responsible for providing correct information and indemnifies the Company Secretary against all liability for false or inaccurate declarations based on information provided to, or withheld from us.

## Other Services or Products

Services or Products not covered by this Contract will be charged separately at our current rate. This does not cover meetings with or on behalf of the company or its officers.

## Contact information

The Director must inform the Company Secretary of changes to contact information. If mail or other correspondence is returned undelivered we reserve the right to resign this position.

## Renewal

A renewal invoice is issued each year prior to the renewal date. If payment is not received this service ceases and the Company Secretary will resign from this role.