



MURPHY THOMPSON MOORE LLP

Registrar & Governance Services

- ✓ Maintenance of Statutory Registers
- ✓ A fully outsourced service, cloud based for ease of access and reporting
- ✓ Electronic filing of all statutory submissions ,monitoring of the Record
- ✓ Administrative of share issues, transfers, loan notes, appointments and resignations
- ✓ Preparation for and attendance at General Meetings
- ✓ Drafting of bespoke articles, re-structuring entities

 0161 835 2080
 info@mtmlp.co.uk

 www.mtmlp.co.uk
 [murphy-thompson-moore-llp](https://www.linkedin.com/company/murphy-thompson-moore-llp)
 @mtmlp

The Registers

KEY POINTS

- ✓ Maintenance of all Statutory Books - either as a cloud based record or in print format
- ✓ Acting as your address for service or registered office
- ✓ Drafting supporting documents in the form of minutes, notices and resolutions.
- ✓ Dealing with all consequent record keeping and filing with the Registrar
- ✓ Compliance advice and audit for peace of mind or in the light of planned high value transactions affecting the entity



Streamlined maintenance of any company register

A company is required to maintain a set of documents referred to as the Company Registers or Statutory Books.

MTM can create, bring up to date or maintain the registers of any company type in the UK.

We offer a streamlined and thorough process to ensure an efficient service.

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Outsourced and Cloud Based

- ✓ Our services are maintained and hosted on our own platform providing the ideal way to obtain a cloud based and, if required, fully outsourced solution
- ✓ We can function as a complete back office or white label solution for you or your firm, depending on clients requirements
- ✓ Drag and drop folders allow you to view documents for approval, meetings can be held virtually (where permitted) and digital signatures processed to provide a complete audit trail through to the Public Record final filing (where required)



Document security and expertise you can trust

Ease of access and the ability to outsource maintenance of company records to reliable and experienced partners allow companies to stay in control of and maintain compliance requirements by using a cloud based provider.

Working with you, we will set up all necessary registers and review and update these to meet your requirements.

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Dealing with Companies House

- ✓ We provide a full preparation and filing service for all statutory filings
- ✓ Appointments
- ✓ Resignations
- ✓ Change of details
- ✓ Resolutions
- ✓ Changes in Articles of Association
- ✓ Mortgages and Charges
- ✓ Restructured entities
- ✓ Our service includes a fully documented workflow for assurance



Trusted by over 230 accounting firms nationwide

MTM have been a Companies House presenter since 1995 and an Electronic Filing approved presenter since 1995.

We can deal with all your requirements quickly and easily and provide transactional confirmation or update registers as required.

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Meetings

ENSURING COMPLIANCY

- ✓ Preparation and communication about AGMs and other meetings to all relevant stakeholders
- ✓ Improvements in meeting processes where required to enable electronic participation.
- ✓ Issue of Notices and papers to members to ensure compliance with all notice periods
- ✓ Management of voting processes and proxies
- ✓ Attendance (if required)
- ✓ Dealing with all filings consequent to the meeting itself



Efficient and cost-effective company secretarial support .

Your meetings are important to you.

You can depend on us to provide advice and assistance to ensure compliance with legislation, stakeholder engagement and minuted records of a high standard.

You could completely outsource this process for much less than you think.

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Re-structuring of companies & document drafting

- ✓ MTM can assist with re-organisation of companies to ensure correct constitutional documents are in place and the company is able to benefit from any changes brought in by new legislation
- ✓ We provide a review and re-draft service for articles of association and other key documents
- ✓ We can work directly with your client or through you to achieve the desired result.
- ✓ Our process includes tips and guidance on how to achieve the required outcome and pre-drafting of any notices or resolutions required to effect changes



Providing a high-quality service for 25 years

Our drafting services provide a reliable and efficient service directly to small companies and accounting practices for their clients.

We know the Companies Act. And we know you need a flexible, organised service and a quick turnaround.

Contact us on 0161 835 2080 with any drafting requirement.

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The logo for Murphy Thompson Moore LLP, featuring the letters 'MTM' in a stylized, serif font.

MURPHY THOMPSON MOORE LLP

Over 25 years of support to small business owners, accounting and legal practices.

Support & guidance with all your requirements throughout the company lifecycle.

Our experienced team are here to help with you.

If you have any questions, please don't hesitate to call us on **0161 835 2080** or email **info@mtmlp.co.uk**

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