



## Virtual Office Service

We offer virtual office packages to suit your business, whether it is a registered address or a mail forwarding service. Plus, when you sign up to any of our virtual office services, you will also get a 10% discount on meeting room hire at Tewkesbury Co-Working

Services Available	Virtual Office	Virtual Office Premium
<b>Monthly Service Fee</b>	<b>£15</b>	<b>£30</b>
Registered Address for Companies House and legal documents	✓	✓
Mini Vault for post to be stored and collected at your convenience	✓	✓
Company Name Badge Displayed on Mini Vault (to comply with registered office requirements)	✓	✓
Weekly email notification if post has been received and stored in your Mini Vault	✓	✓
Maximum 25 pieces of mail per calendar month	✓	
Maximum 100 pieces of mail per calendar month		✓
Postal Mail forwarding at weekly intervals – 50 pieces per month		✓
<b>Additional Benefits</b>		
10% Discount on meeting room rates at Tewkesbury Co-Working (subject to availability)	✓	✓
<b>Optional Extras</b>		
Weekly Scan to email service Max 25 pieces Standard – 100 pieces Premium	<b>£5</b>	✓
Mail forwarding postal at weekly intervals additional 50 pieces per month		<b>£10</b>
<b>Terms and Conditions</b>		
Deposit for Mini Vault Key	<b>£20</b>	<b>£20</b>
Minimum 3 month term	✓	✓
Monthly Standing Order Payment	✓	✓
One-off set up fee	<b>£20</b>	<b>£30</b>

**If you would like to know more please contact us:**

[Info@teWKesburycoworking.co.uk](mailto:Info@teWKesburycoworking.co.uk)

**07939 260118**

**Tewkesbury Co-Working Virtual Office**  
[Info@teWKesburycoworking.co.uk](mailto:Info@teWKesburycoworking.co.uk)



## What is a registered office?

It is the address of a company to which Companies House and HM Revenue and Customs letters and reminders will be sent. The registered office can be anywhere in England, Wales, Scotland or Northern Ireland depending on where your company is registered. The registered office must always be an effective address for delivering documents to the company, and to avoid delays, or worse penalties, it is important that all correspondence sent to this address is dealt with promptly. If a company changes its registered office address after incorporation, the new address must be notified to Companies House on Form AD01.

The registered office address will also be used by the UK tax authorities, and other government departments, to contact the company.

In the event the company is involved in any legal action official papers will often be served at the registered office address.

## What is a valid addresses for a registered office?

The address must normally include a house name and/or number, a street, a town and a post code. Companies House use the Post Office address file to verify addresses, so you need to ensure the address is recognised by the Post Office and always give the correct postcode. In less common circumstances an address may be just a house name in a small town. In these circumstances Companies House may reject the company formation.

It is not permitted to use a Post Office box (PO Box) address as your registered office. It must be possible for a person to locate the company in person if required. You can however use a PO box as your general correspondence address for business mail and use an alternate address for the registered office.

## Does the registered office address have to be my main trading address?

No, you can use one address as your trading address and another address for your registered office. If you are trading from home you may want to consider using a specified virtual office address as your registered address. We also offer mailing services for businesses that would prefer not to use their own address on business correspondence. This ensures your home address is not displayed on the public register at Companies House. A PO box cannot be used as a registered office address.

## Where does the registered office address get displayed?

The address will be recorded at Companies House and is freely available on their web site for the general public to view. Many third parties then copy this information and add it to their directory websites. You must also state the registered office address on your company stationery.

It is a legal requirement to display the name of your company at the registered office address. This will be done as a named sign on your Mini Vault.

You must also include the registered office address on official company stationery, emails, and websites.

## Is there an alternative to using my own address?

Yes, Tewkesbury Co-Working offer a Virtual Office / Registered address service

**Tewkesbury Co-Working Virtual Office**  
**Info@tewkesburycoworking.co.uk**