

Company Secretarial Services

Advisory brochure for UK SMEs

Professional governance, statutory compliance and corporate record management for growing UK businesses.



My Accountancy People Limited

167–169 Great Portland Street, 5th Floor, London W1W 5PF



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Executive Summary

Directors of UK companies remain legally responsible for ensuring compliance with the Companies Act 2006. Many SMEs underestimate the importance of maintaining accurate statutory records until a funding round, audit, bank review or company sale exposes deficiencies. Our company secretarial service ensures that corporate records, shareholder documentation and statutory filings remain accurate, compliant and investor ready.

- Companies House filings managed and monitored
- Maintenance of statutory registers
- Share capital and shareholder changes documented correctly
- Board minutes and resolutions prepared
- Corporate records maintained for investor or lender due diligence





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UK Corporate Compliance Landscape

UK companies must maintain corporate records and submit statutory filings. Directors remain responsible for ensuring compliance with Companies House requirements. Increasing regulatory scrutiny and digitalisation of company records means businesses must maintain accurate governance documentation.

Compliance Risk Area	Typical SME Issue
Late filings	Penalties and public company record warnings
Incorrect shareholder records	Problems during investment or sale
Missing board documentation	Governance gaps
Unrecorded share issues	Legal ownership disputes





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Our Company Secretarial Services

- Companies House filings and statutory reporting
- Maintenance of statutory registers
- Preparation of confirmation statements
- Share allotments and share transfers
- Board minutes and written resolutions
- Corporate governance record maintenance





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Share Capital and Ownership Changes

Many SMEs experience share capital changes as they grow or raise investment. Proper documentation ensures that shareholder ownership records remain legally robust.

- Share allotments
- Share transfers
- Investor documentation
- Statutory register updates
- Companies House filings





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Corporate Governance

Proper governance documentation creates a clear record of decisions taken by directors and shareholders. This is particularly important when companies undertake financing transactions or external due diligence.

- Board meeting minutes
- Shareholder resolutions
- Corporate approvals
- Governance documentation





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Typical SME Governance Risks





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Why Choose My Accountancy People Limited

- Experienced advisers supporting UK SMEs
- Accurate statutory filings
- Well maintained corporate records
- Support during investment and restructuring
- Strong governance practices





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Contact Us

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