

“ Plain speaking legal advice ”™

Business support courtesy of our new company secretarial service

The legal duties that a company secretary has to fulfil can be very time consuming, particularly when the priority for many companies is to focus on building-up the business. The time involved in fulfilling these duties is often increased as many company secretaries are uncertain as to their precise duties under company legislation.

We can offer a solution to these problems....At Surrey Heath Expo 2008 we will be launching our new company secretarial service.

Our team of specialist advisers will explain how our new secretarial services can take care of your administration, leaving you with more time for business development and growth. Whether you require ongoing secretarial assistance or help on a 'one off' basis, we can provide you with a tailored, professional service to suit your particular needs.

We offer a complete company secretarial service, which includes:

- registered office address
- storage of statutory books
- preparation of Board Minutes and Resolutions
- assistance with incorporation and restructuring
- advice completing and filing Companies House forms

Our advisers will be at Stand 1, Surrey Heath Expo 2008, Camberley Theatre, Knoll Road, Camberley on Tuesday 17 June from 10:00-4:00pm to promote our new service and answer any enquiries or queries you may have.

Admission to Surrey Heath Expo 2008 is free. For further information please call Michelle Lamberth on 01189774045 or email michelle.lamberth@herrington-carmichael.com

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About Herrington & Carmichael LLP - www.herrington-carmichael.com

Established over 70 years ago and with heritage of 120 years, Herrington & Carmichael LLP have a staff of 80 with over 25 highly qualified legal staff based in offices in Surrey, Hampshire and Berkshire. Herrington & Carmichael work with both commercial and private clients offering a wide range of services from commercial and business law through to residential, family and matrimonial and wills.

The firm is also a patron of Surrey Chambers of Commerce. www.surrey-chambers.co.uk

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