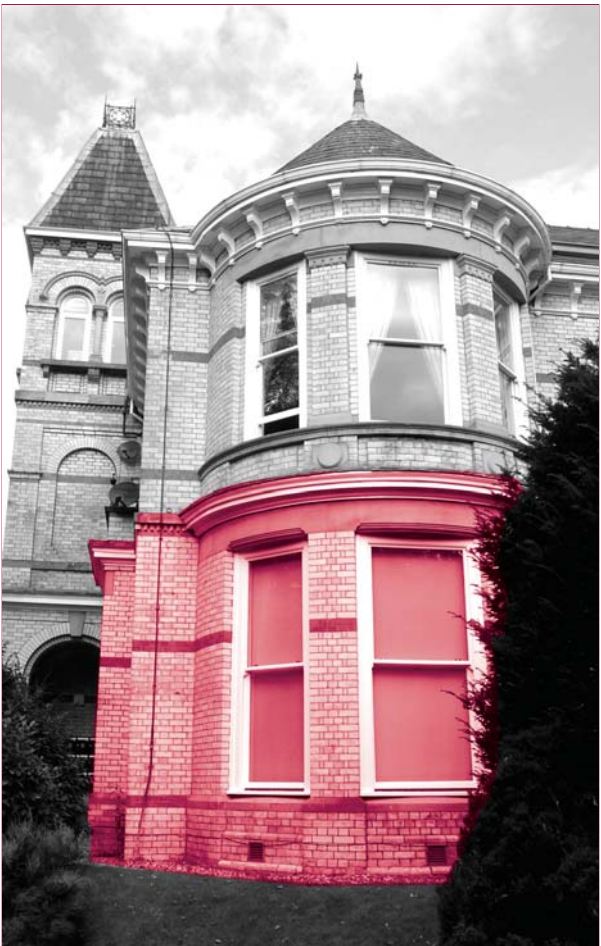


Resident Management Company Secretarial Services

Let us ease away the burden



UK legislation requires all limited companies to maintain and publish records relating to the governance of a company – including residential management companies.

This serves to protect investors, employees and other stakeholders.

Traditionally, this is the responsibility of the Company Secretary, a senior Administrative Officer whose presence is crucial for the smooth running of any commercial business.

As a limited company, Resident Management Companies are not exempt from these same legal requirements. However, there are differences that do exist between commercial companies and RMCs – an area that is too easily ignored or sidelined by Directors of Resident Management Companies. Failure to meet the company's legal requirements can sometimes delay the sale of a unit within the development and, in extreme cases, may make a Resident Management Company Director(s) liable to fines under Company Law.

We understand that most Resident Management Companies are run by individuals who have busy lives and have many other day to day responsibilities to deal with.

Employing Marlborough House Management company secretarial services' can provide any Resident Management Company Director with peace of mind that the company's legal obligations are being handled by qualified professionals.



What our services cover

Our annual compliance service includes:

- Acting as company secretary (through our incorporated secretarial company)
- Preparing and maintaining registers of shareholders, directors and other statutory records
- Filing annual returns and other statutory documents at Companies House, such as the resignation or appointment of Directors
- Advising of the ability of private companies to dispense with certain administrative formalities under the Companies Act 2006
- Provision of a registered office address
- The storage of company statutory files

We can also provide these services on an ad hoc basis (at an additional fee):

- Attendance of AGMs
- Share certificate administration
- Change of company name
- New company formation

Why talk to Marlborough House Management?

Meeting the needs of our customers is our core focus. We have extensive experience of managing both individual leasehold apartment blocks and private residential estates with freehold properties throughout England and Wales.

If you're a Resident Management Company or Right to Manage Company looking to appoint a managing agent who can offer an unrivalled level of service, look no further.

We have a team of experienced, field-based Property Managers who regularly monitor standards of maintenance and are responsible for all aspects of management. They are also responsible for the appointment of contractors to carry out cleaning, gardening, repairs, maintenance and redecoration.

**To find out more about our
Company Secretarial Service,
call now for a
no-obligation consultation.**

Tel: 0845 0345791 (lo-call rate)

Fax: 020 7449 0561

Email: cosec@m-h-m.co.uk

www.m-h-m.co.uk

**Marlborough House Management
Company Secretarial Department
Station House, 9-13 Swiss Terrace
Swiss Cottage, London, NW6 4RR**

Marlborough House Management is a trading division of OM Property Management Limited. A Peverel Group company. OM Property Management Ltd is an appointed representative of Kingsborough Insurance Services Limited who are authorised and regulated by the Financial Services Authority.

The FRN for Kingsborough Insurance Services Limited is 308484.

The FSA website can be found at www.fsa.gov.uk

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