

Top Tips

Keep up to date

Ensure you get in touch if you are making any changes to the company so we can prepare the necessary documents and effect the change correctly. We also need to ensure the company register is always up to date.



Company Annual Returns

Company Annual Returns are a yearly requirement to maintain your company on the Company Register and at the time of filing all details of the company need to be up to date and correct. For example, if shareholding changes are made during the year, this needs to be up to date on the Company register and reflected at the Companies Office. There can be consequences for late or non-filing of the company annual return.



With the right advice and assistance, you can have peace of mind in regards to Company Administration



Get expert advice and administration services for your Company – call us today 07 889 7153



 **cooperaitken** accountants limited
creating freedom in your business

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Company Administration



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CooperAitken Accountants can help you throughout your life – both professionally and personally.

As well as our Accounting Services, we offer expertise in ACC, Human Resources, Companies and Trust Administration, Software Solutions and Payroll.



Company Administration

Compliance for entities is increasing.

There are a lot of responsibilities that come with managing a company, and keeping up to date with what is required can take time.

Our dedicated team at CooperAitken can help. We can provide you on-going support for your company so you can focus on the core day-to-day operations and business management.

We provide quality accounting services, and relieve you of the burden of company administration through our comprehensive and pro-active service. This includes everything from set up, understanding your obligations, regular reviews, record keeping to meeting management.

Our in-house lawyer and her team ensure that everything is complete and in order, and that your company is meeting all it's legal requirements.

Don't take risks; get expert advice and assistance for your company.

Our Company Administration Service can assist with:

- General Company administration
- Filing the company annual return
- Keeping the company register
- Maintaining company records
- Documentation for changes to the company
- Reviewing your company and the future of your business
- Preparation of documents and execution of changes to the company, e.g. shareholding changes, change of the company name, or a change of director.

PEACE OF MIND

- Leaving the execution of your company administration and annual requirements in the hands of our professional Companies team gives you peace of mind to focus on your business and hands on management day-to-day.

SAVING YOU MONEY

- Do it once and do it right. If things are done right the first time; time and money doesn't need to be spent fixing things up in future.

SAVING YOU TIME

- Save your time to focus on your business and let us take care of the general administration and records of the company.



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