

# Pembertons

Property Management



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 an RMC which is 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 the 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 Pembertons Property 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 AGM's
- Share certificate administration
- Change of company name
- New company formation



## WHY TALK TO PEMBERTONS PROPERTY MANAGEMENT?

### Property Management With Distinction

Pembertons Property Management is part of the fabric of London. Established over 40 years ago, it's fair to say that Pembertons has experience in every aspect of property management – a strength we bring to every client. We have a reputation for improving the standard of management and maintenance – after all we recognise first and foremost that your property is a significant asset.

Our standards of service are second to none and we pride ourselves in forging individual relationships with our clients. If you're looking for a different property manager, one who really cares about making a difference, then Pembertons can definitely help you.

TO FIND OUT MORE  
ABOUT OUR COMPANY  
SECRETARIAL SERVICE,  
**CALL NOW** FOR A  
NO OBLIGATION  
CONSULTATION.

Pembertons

Property Management

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