

Why you must have a Registered Office

Every UK limited company must have a registered office address. It must be a physical location in the UK at which official documents can be served.

Although your registered office can be the address you trade from, many business owners choose to use the address of their accountant (since the accountant usually deals with company services, such as the completion of the Annual Return).

But it's such a hassle...

Dealing with both the official government mail and the inevitable junk mail is a pain. This is why there are a number of mailbox rental companies such as Mail Boxes Etc (you can rent a premier mailbox from them for approximately £491 every year – inclusive of an extra cost to make it your Registered Office).

And whilst there is nothing wrong with using Mail Box Etc for this service, using your accountant adds credibility and extra benefits.



Your Hassle-Free Registered Office Address



www.maple.uk.com

T: 01332 207336

E: success@maple.uk.com

Maple Accountancy

83 Friar Gate, Derby, Derbyshire DE1 1FL

What we do

Our Registered Office service means we receive all your company mail and process it, making you aware of any urgent matters. We can also directly deal with some documents, leaving you free of the hassle.

How You Benefit from this Service

- Benefit from having our office address as your official address - having an accountants office address adds credibility to your company. It shows your customers and suppliers you are serious about your business and your financial management.
- If you trade from home, you ensure your residential address is not shown on the public register.
- Registered offices attract junk mail. We will filter that junk for you, so you only need to worry about your company's official government mail.
- We forward all your business mail to you – not only your official government mail. No need for you to worry about the postage. We'll sort that out as part of the service.
- We review all that dreaded correspondence from both HM Revenue & Customs and Companies House which means important documents will never be overlooked and that means you will not run the risk of fines and penalties for failing to file those key statutory documents.

Service Address

When a company is incorporated, a director must include their residential address and a service address. The service address will be on the public record at Companies House, the residential address will be protected information and is not available to the public (although it is available to some public authorities.)

Using our address as your Service address allows you to keep your own residential address confidential as our 83 Friar Gate address will be shown instead.

Your Hassle-Free Registered Office Address Service

We offer a convenient package which includes the following:

- Your registered office address
- Filtering your junk mail
- Mail forwarding
- Scan and email service
- Statutory reminder service
- Service Address Service, use of our address as the service address
- Change of Registered Office to our address

What will it cost?

- From as little as £20.83 + VAT per month for a single company.
- For three or more companies, the cost is £57.00 + VAT per month.

With no additional charge for postage or other hidden fees, we will make your life much easier.

It is payable on monthly Direct Debit, so you can spread the payment and easily manage your cash flow.

You can opt out at any time by changing the address, once registered at companies house the charge will stop.



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