



## REGISTERED OFFICE ADDRESS + LEGAL CORRESPONDENCE ADDRESS

Official address, or 'head office'. Legal correspondence address disclosed on the public register



### WHAT YOU GET

- ✓ A prestigious office address for your business in Northampton, NN1 2JL
- ✓ Use of the address on your website, emails and company stationery
- ✓ Any official government post will be scanned and e-mailed over to you free of charge
- ✓ Your home address will not be shown on the public record.
- ✓ This service is renewable on a monthly basis

## ABOUT THE SERVICE

Legal requirement of **company formation**.

This address must be a physical postal address, not just a PO Box number. The company's address will be placed on public record and must be displayed on all company stationery and websites.

This is the official address for all correspondence **from government agencies** such as Companies House, HMRC and Courts etc and **cannot be used for general business correspondence**.

You cannot use our Registered Office as your Service Address. Each company director, secretary, shareholder and PSC (person with significant control) must provide a Service Address for display on the public register at Companies House. If you would like to use our address for this purpose you must purchase a separate **Service Address** for each individual officer.

This service is for use with only one company and cannot be used on multiple companies.

Any change of registered office address must be updated at Companies House.



### SERVICE ADDRESS for company individuals



A Service Address must be provided by the company's directors, secretaries, shareholders, PSCs (Persons with Significant Control) and LLP members. It is an official address for individuals, which is available on public record.

Service covers all the company directors and the use of our address for official government mail only (from Companies House, HMRC, Government Gateway etc.).

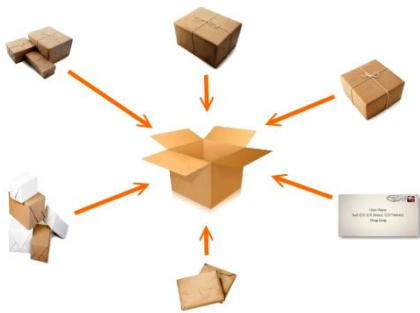
Change of service address must be updated at Companies House and in the relevant company register(s)

**We will store, scan and email it over** to you



## **BUSINESS ADDRESS**

*Dedicated post and parcel delivery point for **NON-STATUTORY MAIL***



This is usually where a company is based and/or where the business chooses to receive non-governmental general business post (from banks, suppliers, customers etc.)

It does not have to be provided to Companies House and will not be disclosed on the public record unless it is also the registered office or service address.

May or may not be the same location as the registered office, service address, and/or trading address

**All day-to-day business paperwork will be received and stored there. We will scan and email it over to you as soon as we receive it.**

Parcels not exceeding Length 45cm x Width 35 cm x Depth 16 cm (TBC)

This service is renewable on a monthly basis.



**FULL SERVICE: £40 + vat PER MONTH**

*Registered office address + Service address (for all company directors, secretary, subscribers etc) + Business (Trading address) + Mail scanning and forwarding + Parcel store*

**REGISTERED OFFICE ADDRESS + SERVICE ADDRESS: £30 + VAT per calendar month**

**BUSINESS ADDRESS: £25 + VAT per calendar month**



**PRIVACY & DATA PROTECTION** 

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