

LEGAL

COMPANY SECRETARY

Many of our clients are Limited Companies, therefore as a matter of Company Law the following must be maintained and kept up to date:

1. Minutes of AGM and Board Meetings.
2. Issuing of AGM Notices and Agenda's for meetings.
3. Appointment and Resignation registers of Directors.
4. Share Ledger Accounts and Annual Returns.
5. Issuing of Share Certificates.
6. Issuing Lost Share Indemnity forms.
7. Holding the Company Seal and maintain seal register.

STATUTORY CONSULTATIONS:

- ❑ Legislation allows Managing Agents to maintain the Estate so long as the cost of the project requires a contribution of no more than £50 per lessee.
- ❑ Any expenditure, which requires more contribution than £50 per lessee, will require the creation of a Section 20 Notice.
- ❑ Elmslea will ensure that this and many other parts of legislation which currently applies to Freeholders and Leaseholders are closely adhered to.

LEGAL ACTION

- ❑ Arrears letters will be sent to any lessee who is in arrears without agreeing to a debt payment plan.
- ❑ Legal action will be taken against lessee who fail to pay their service charges.
- ❑ Lessees will be charged for legal action being taken in accordance with the terms and conditions of their lease.