

# B-Sec

## Brethertons' Company Secretarial Services

If it is your responsibility to keep and maintain the books for your company and to deal with documents being filed at Companies House, then you'll recognise how much of an ongoing burden this can be – both to get right, but also to be responsible for.

Brethertons LLP provides an automated service for clients that can help you to manage the paperwork and processing of official company documentation with ease. Our software system, B-Sec, allows us to do the Companies House filing of documents for you and keep on top of basic company secretarial administration.

B-Sec is an online administration system for keeping and maintaining your company books. Your current company details, as filed at Companies House, are imported into our system and the Company Registers are maintained going forward without the need for paper books.

Annual Return dates are diarised with the Return being emailed directly to you for approval, all documents are electronically filed direct to Companies House and changes of officers of the company can be processed and filed directly via our system as well as changes to registered office addresses and changes of accounting reference dates.

If you would like to gain greater control of your company secretarial paperwork and the peace of mind that it is all in the safe hands of professionals who are here to help, then please do contact us. Our rates are very reasonable.

If you have any enquiries relating to our B-Sec services or for a copy of the price list showing all the options that we offer, please contact a member of the B-Sec team below:-



**Brian Auld – Company Commercial Partner**

Brian is the head of the Company Commercial Department and is the partner in charge of Brethertons' Company Secretarial Services

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Leanne is a solicitor in the Company Commercial Department and oversees the administration of Brethertons' Company Secretarial Services

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**Kate Ollis – Company Commercial Solicitor**

Kate is a solicitor in the Company Commercial Department and oversees the administration of Brethertons' Company Secretarial Services

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**Natalie Hobbs – Company Commercial Assistant**

Natalie is an assistant in the Company Commercial Department responsible for the day-to-day running of the Company Secretarial System

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You can also find out more about our legal services at [www.brethertons.co.uk](http://www.brethertons.co.uk)

**Strong Legal Advice**  
**Great People**

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