

# HUW THOMAS BUSINESS SUPPORT SERVICES

**Book keeping & Accounts  
Payroll Bureau  
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Company Secretariat**

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**Huw Thomas Business Support services** offers clients a one stop shop for the majority of business management and support needs. The general features of the business are:

- **A one stop for all Business needs**
- **Out of hours availability**
- **On-site working if required**
- **Quick, accurate turnover of work**
- **High Street Office premises with confidential interview space**



## Company Secretariat

This service will give you advice on whether to set up a limited company and will help you to do it if you decide that it is appropriate. We will undertake all communications with Companies House including the filing of annual accounts and statutory returns. You will have piece of mind that all your obligations will be met and that all changes such as, change of registered office, appointment of a company director or secretary, resignation of company officers, allotment of new shares or change to your company's total share capital will be notified to Companies House in the proper manner.

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