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Company Secretarial Essentials

21 document packs with PDF guidance and editable Word forms



A practical collection for company decisions, meetings and share records.

Start here

Your toolkit brings together all 21 company secretarial packs in one download. Each numbered folder contains a complete PDF with guidance and a separate Word file for the documents you need to complete.

① Choose the pack for the task

Use the contents pages below to find the relevant folder. Start with the PDF: it explains the purpose of the documents, the information you need and the steps that follow signing.

② Complete a working copy

Open the editable Word file and save a copy for your company. Fill in the bracketed details, select the relevant alternatives and remove the options you do not need. Keep an untouched copy of the original.

③ Sign and keep the records

Follow the pack's signing and filing instructions. Save the final signed documents with the company's records, and note any filing deadlines in your diary.

Using this collection

The packs are for the England and Wales company matters described in each PDF. Check the company's articles, any shareholders' agreement and the particular pack's scope before use. The collection includes approval documents for changing articles; it does not include a set of articles of association.

Several packs contain alternatives. In particular, the combined share certificate pack overlaps with the individual and corporate certificate packs. You receive 21 packs, not 21 wholly different legal forms.

Meetings and company decisions

01 Annual General Meeting (AGM) Board Pack

Board and annual general meeting minutes; Meeting notice, proxy and short-notice consent forms; Sole-member resolution and completion guidance.

02 Amending Articles of Association Approval Pack

Board minutes; Shareholders' written special resolution; Completion and filing guidance.

The pack does not include bespoke articles of association. Prepare the proposed articles separately.

03 Company Name Change Approval Pack

Board minutes; Shareholders' written resolution; Completion and company-name filing guidance.

07 Board Minutes Approving a Contract

Editable board minutes; Guidance on authority, interests and approvals; Completion and signing instructions.

08 Accounting and Confirmation Dates Board Minutes

Editable board minutes; Guidance on accounting and confirmation dates; Completion and filing instructions.

09 Dividend Payment Board Minutes

Editable board minutes; Guidance on profits and approvals; Completion and signing instructions.

A dividend voucher is not included. Check the accounts, articles and any required shareholder approval.

15 Extraordinary General Meeting (EGM) Board Pack

Board and general meeting minutes; Meeting notice, proxy and short-notice consent forms; Completion and voting guidance.

16 First Board Meeting Minutes

Editable first board meeting minutes; Guidance on initial company records and decisions; Completion and signing instructions.

Shares and ownership

04 Consolidation of Share Capital Approval Pack

Board minutes; Shareholders' written resolution; Completion and filing guidance.

05 Re-designation of Share Capital Approval Pack

Board minutes; Shareholders' written resolution; Completion and class-rights guidance.

06 Sub-division of Share Capital Approval Pack

Board minutes; Shareholders' written resolution; Completion and filing guidance.

10 Allotment and Issue of Shares Board Minutes

Editable board minutes; Guidance on allotment authority and pre-emption rights; Completion and filing instructions.

11 Share Transfer Approval Board Minutes

Editable board minutes; Guidance on transfer records and missing certificates; Completion and record-keeping instructions.

12 Declaration of Trust over Shares

Declaration of trust and dividend mandate; Stock transfer form and stamp-duty certificates; Execution and completion guidance.

18 Share Certificates — Individual and Corporate

Individual shareholder certificate; Corporate shareholder certificate; Guidance on issue, execution and company records.

Both alternatives are included. Complete the certificate from the verified register of members.

19 Stock Transfer Form

Editable stock transfer form; Stamp-duty certificates; Individual and company execution examples.

Select the appropriate execution method and complete a stamp-duty certificate only where its conditions apply.

20 Share Certificate — Corporate Shareholder

Editable corporate shareholder certificate; Company execution options; Guidance on issue, transfers and company records.

21 Share Certificate — Individual Shareholder

Editable individual shareholder certificate; Company execution options; Guidance on issue, transfers and company records.

Resignations

13 Director Resignation Letter — Long Form

Editable long-form resignation letter; Witness execution fields; Completion and filing guidance.

14 Director Resignation Letter — Short Form

Editable short-form resignation letter; Completion instructions; Company-record and filing guidance.

17 Company Secretary Resignation Letter

Editable resignation letter; Witness execution fields; Completion and filing guidance.

Files and access

Extract the ZIP before opening the files. Use Microsoft Word to edit the forms and a PDF reader for the complete packs. Other word processors may change the layout, so check the final document before signing.

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