



Registered Office Facility

Terms & Conditions

Registered Office Facility

Through taking up the registered office facility you acknowledge that the facility covers any mail originating from Companies House, HMRC plus any letter, notice or document that is 'Served' at our office address.

We will forward any such communications received at the registered office address on to yourselves. Unless you instruct us otherwise we may, where appropriate, communicate with you via email or by other electronic means. We accept no liability for problems or accidental errors relating to this means of communication especially in relation to commercially sensitive material.

Trade Mail

Trade mail is NOT included in the registered office service, unless otherwise agreed in advance.

Please make sure it is clear to your clients, customers, suppliers and banks etc of the correct business address that they are to use.

Business Stationery and Websites

Please note that the registered office address should be shown on any business stationery and websites.

Cathy Dilena
Company Secretarial Manager
E cathy.dilena@wardwilliams.co.uk
T 01932 830664, [LinkedIn](#)
W www.wardwilliams.co.uk