

# UK

## Overview of Services

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The Maples Group in the UK brings in-depth knowledge of a wide range of investment and special purpose vehicle structures, including regulatory and investor requirements, across an extensive global network. A robust institutional-grade infrastructure coupled with a highly responsive approach to client service ensures vehicles we act on are comprehensively supported in navigating the complexities of today's global business landscape.

### Formation Services

- Provide entity formation services to all types of UK entities, including private and public limited companies, limited partnerships, limited liability partnerships and Qualifying Asset Holding Companies (QAHC);
- Prepare corporate records including registration forms, company seal, company stamp, share certificates, registers and minute books;
- Provide a registered office address and manage all local communications relating to the company; and
- Ensure statutory filings are made and ongoing corporate requirements are satisfied.

### Company Secretarial & Board Support Services

- Act as the named company secretary and registered office, maintaining the statutory registers, minute books and seals;
- Provide comprehensive filing support for company information and documentation required by UK Companies House;
- Provide a Single Alternative Inspection Location address to any registered office, prepare required

form(s), and provide company records and register to UK Companies House;

- Provide meeting facilities, initiate and attend board of director and annual general meetings either in person or via telephone;
- Prepare and distribute agendas, board packs, minutes and action items to relevant parties;
- Sign secretarial certificates, arrange for the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary; and
- Act as back-up servicer facilitator.

### Directorship Services

- Provide UK-resident, independent, non-executive directors to UK companies, as well as to entities in the Cayman Islands, Jersey and certain other European jurisdictions;
- Provide directors experienced in corporate governance and with appropriate experience across investment funds, structured finance vehicles, CLO risk retention structures, corporate entities and QAHC; and
- Provide directors to vehicles which can act as a general partner to a limited partnership.

## Accounting, Tax & Agency Services

- Prepare annual financial statements, in accordance with UK statutory requirements;
- Provide management accounting where required;
- Liaise with auditors, where applicable; and
- Provide support in certain regulatory reporting and local tax requirements.

## Liquidation and Dissolution Services

- File for strike off and dissolution of a UK company or limited liability partnership; and
- Act as a liquidator for a members' voluntary liquidation.

## Facilities & Process Agent Services

- Act as UK facilities agent for European UCITS; and
- Provide process agent services.

## Trustee Services

- Act as trustee to hold voting shares of an investment fund, special purpose vehicle or trust.

## Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain regulatory compliance and good standing of entities;
- Centralised compliance, data management, document management and billing;
- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

## Overseas Entities Services

- Perform verification and registration of overseas entities in line with the requirements of the Economic Crime (Transparency and Enforcement) Act 2022;
- Process filings to comply with the annual update filing obligation; and
- Process ad hoc disposal filings.

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For further information on our services, please contact:

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