
Subject: Too Smooth Ltd

From: Rachel Barnes (rachel.barnes@thecompanywarehouse.co.uk)

To: Re_wired@ymail.com;

Date: Thursday, 26 February 2015, 9:10

Hi Simon

As promised, below are my contact details and, as I mentioned on our call, we offer free business guidance and support. If you have any questions please do contact me.

I did explain the next few steps with regards, to legal documentation and protecting your brand name. If you considered to be acting on behalf of your company you are required to have the following document in place. This is required under the Companies Act 2006;

Directors service agreement

The second document I referred to was the **Directors Service Contract** which is required for all directors of trading companies, if you are considered to be acting on behalf of the limited company then a document that outlines the relationship between the director and the company will need to be kept at your registered office;

[Section 228 Companies Act 2006:](#)

"... (1)A company must keep available for inspection—

(a) a copy of every director's service contract with the company or with a subsidiary of the company..."

"... (5) If default is made in ...an offence is committed by every officer of the company who is in default."

"...(6) A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding [level 3 on the standard scale](#)..."

We provide this in an emendable contract so it will last you for every year of the company, for any director and for each company. This is emailed to you with a guide. Again this can be ordered through the following link or you can order this for the company by calling the number below.

<http://www.thecompanywarehouse.co.uk/director-service-contract>

I have provided the details on our trade mark report below, which will highlight any existing protection over your trading name. I also recommend, for any business, having a bespoke logo. This will help protect your brand moving forward, choosing a simple logo online which is shared by other businesses does not give you copyright over that image and therefore you can risk losing the right to your brand. Please have a look at our bespoke logo