

A photograph of the exterior of 'The Circle' building. The building has a modern design with blue panels and white stone. A large orange circle with the text 'The Circle' is overlaid on the left side. The entrance is a glass door with a list of services on the left pane. To the right of the door is a blue pillar with the number '33'. Further right is a large circular graphic on the wall. A red sign on the right side of the building lists services: training, volunteering, networking, office space, exhibitions, gallery. The street is paved with red bricks and has a few people walking in the distance.

The  
Circle

# Registered Office Guide

# Contents

3	Why choose The Circle?
5	Registered office service
8	Eligibility
11	How to apply
14	Other services
15	Contact us



# Why choose The Circle?

If you're setting up a community group or business and haven't got an office of your own, you can apply to use The Circle as your registered office address.

The Circle is a contemporary events space and office building located in the heart of Sheffield city centre. As an established business with an S1 postcode, it is the ideal venue with which to associate your organisation.

The Circle is owned and managed by Voluntary Action Sheffield (VAS). Established in 1926, VAS aims to improve the quality of life for all of Sheffield's communities through voluntary and community action. By choosing The Circle, you are supporting projects and organisations that are working to create positive change in the city.

# Registered office service

Available to both businesses and charities for over a decade, the registered office services we offer at The Circle are reliable, confidential and secure.

We offer two different registered office services at The Circle: **Registered Office address with mail-holding service and Registered Office address with mail-forwarding service.**

## **Why do I need a registered office?**

The Charities Commission require that all UK Charities have a registered office in the UK. The Companies Act requires that all UK registered companies also have a registered office in the UK.

The registered office is the address which is shown on the public record at the Charities Commission/Companies House and to which all statutory post is sent. The customer is responsible for informing Companies House/Charities Commission of any change in address.



## Registered office with mail-holding service

If you choose our registered office with mail-holding service, you are responsible for collecting your post on a regular basis from The Circle. This service includes:

- Registered office address and directors' service address c/o The Circle, 33 Rockingham Lane Sheffield S1 4FW.
- Storage of post in a secure location in Sheffield city centre.
- Acceptance of all mail, including that for which a signature is required (for example registered post)
- Acceptance of parcels (not exceeding H220mm, W310mm, D220mm in dimensions) and not exceeding 1 item per week to be collected within that week.
- Notification of received mail by email within 24 hours of receipt.
- Access to post between 9am and 4pm, Monday to Friday (excluding Bank Holidays and Christmas/New Year Closure).
- 10% discount off room hire at The Circle for private and statutory organisations; 35% discount for voluntary sector organisations.

### **Costs (per annum for a 12 month contract):**

**Voluntary sector: £125 plus VAT**

**Business/other sectors: £225 plus VAT**

Full payment is payable in advance for the full 12 months and is non-refundable. The customer is liable for any loss or damage resulting from failing to collect and open mail on time.

## Registered office with mail-forwarding service

If you choose this service, The Circle will forward your mail on to an address of your choosing. This service includes:

- Registered office address and directors' service address c/o The Circle, 33 Rockingham Lane, Sheffield, S1 4FW
- Acceptance of all mail, including that for which a signature is required (for example registered post).
- Handling of mail by a reliable team.
- Mail forwarding of postal items (letters not exceeding 100g and measuring up to D5mm x L240mm x W165mm) ; large letters not exceeding 750g and measuring up to D 25mm x L353mm x W250mm) – additional costs may apply depending on the number of items to be forwarded each week.
- Mail-forwarding will not be carried out on Bank Holidays and during our Christmas / New Year closure.
- 10% discount off room hire at The Circle private and statutory organisations; 35% discount for voluntary sector organisations.

### **Costs (per annum for a 12 month contract):**

#### **Voluntary Sector:**

First class mail forwarding: £300 plus VAT  
Second class mail forwarding: £225 plus VAT

#### **Business/other sectors:**

First class mail forwarding: £450 plus VAT  
Second class mail forwarding: £375 plus VAT

Full payment is payable in advance for the full 12 months.

# Eligibility

To be eligible to have your registered office address with The Circle, 33 Rockingham Lane, Sheffield S1 4FW your organisation and the activities you undertake must be:

- Aligned with Voluntary Action Sheffield's mission statement (see Page 9).
- A voluntary and community organisation; or
- A small/micro business: Small (50 employees or fewer; turnover £10.2m or less); Micro-entities (10 employees or fewer; turnover of £362K or less); or
- A sole trader registered with HMRC.
- Not part of a group structure (e.g. subsidiary).
- Based in the UK and connected to Sheffield (either based here or delivering services here).
- Law abiding and not associated with any activity which could bring the reputation of Voluntary Action Sheffield into disrepute.
- Be willing to provide evidence to substantiate your eligibility.
- Be willing to be undergo the following checks:
  - That the organisation is registered with/or has immediate plans to register with The Charity Commission; or
  - That the organisation is registered with/or has immediate plans to register with Companies House; or
  - That the organisation is registered with HMRC (in the instance of a sole trader).



- That the online presence (website; reviews; social media) is in keeping with the stated purpose of the organisation.
- That the directors/trustees are able to provide proof of residential address in the UK along with separate photo ID. Anti-
- money Laundering checks including the use of the TaxCalc online service for ID checks. Successful applicants must pass the ID; proof of address checks and not appear on the Enhanced Watchlist (which contains information about suspected terrorists; money launderers, and fraudsters).

## **Voluntary Action Sheffield's mission statement**

Voluntary Action Sheffield's vision is for people to work together to make a vital and growing contribution to quality of life in all Sheffield's communities. Our mission is to support the development of voluntary and community action in a professional way, so it is sustainable & brings about positive social change. Our focus is to amplify equality and become an anti-racist organisation, recognising the structures of society drive inequality, and seeking to influence others to take the same stance. Racism and other forms of oppression manifest in two different ways: at the individual level and at the systemic level. We aim to tackle both through our actions. As part of this we strive to increase democratic engagement and influence change to city systems and structures to better meet people's needs. Alongside tackling racism, we know we will need to focus on

poverty, cohesion and ensuring clear communication messages to maximise our impact. We want to be a great organisation to work with and for, engaging widely across communities. We want to provide high quality support and services. We want to be welcomed and welcoming as a credible and effective partner. We want to be innovative and bold. We will celebrate the success of the Voluntary and Community Sector.

VAS is a welcoming inclusive organisation, we embrace diversity and oppose discrimination in all forms. We reserve the right to decline bookings or customers which contravene our values of equity, inclusion and social justice.

# How to apply

Applications take at least 2 weeks to process on receipt of a completed application form.

## 1. Application Form

Complete all sections in the application form and email it **back to [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)**. **If you have any queries, please ring 0114 253 6600.**

We require a completed form for up to a maximum of 4 key personnel in your organisation (e.g. directors, trustees, officers, shareholders, managers – this could be the Chair, Treasurer, Secretary and Chief Executive Officer for voluntary organisations). We don't require application forms for any additional people authorised to collect post on your behalf, however you will need to include their names on your application form. People collecting post will need to provide a photo ID to our reception staff; if possible, we request that you send a copy of their photo ID to us in advance to make the ID process easier for our team. We will also do an online check of the people authorised to collect post (see section 2 below).

## 2. Verification of ID

The Money Laundering Regulations 2007 requires us to carry out appropriate customer due diligence by:

- Verifying the identity of all our registered office customers (name, home address and date of birth)
- To maintain appropriate records of evidence to support customer due diligence.
- To report in accordance with the relevant legislation and regulations.

**This means checking proof of address and photo ID of your nominated 4 key personnel.**

For this purpose, we will be performing an electronic Anti Money–laundering (AML) check on you, using TaxCalc AML. An AML check will be recorded against your electronic footprint but, unlike a credit check, it will not affect your credit rating.

We take matters of security very seriously and the site is accessed through a secure connection. This means that any data that is passed between our computers and their systems is encrypted. We will be holding the results of the check electronically, for at least five years following the end of our business relationship. We will keep your data securely and appropriately in accordance with the Data Protection Act.

### **3. Application Approval**

Once proof of address and all ID checks have been verified and your application has been approved, a contract will

be issued along with an invoice for the full amount. The contract will require signing and returning. This can be done by post or by scanning the signed contract and by returning by email.

The contract and service will start once a signed contract agreement and payment in full has been received. If you have not yet registered with Companies House or the Charity Commission, applications can still be made and you can use our address to register. However, the service contract will only start once the registration number(s) have been received by The Circle, along with a signed contract and receipt of full payment.

#### **4. Collecting post**

Photo ID must be shown whenever post is collected. Failure to provide relevant ID will result in the contract being cancelled and no refund of any monies paid. You must provide the names of all persons authorised to collect post on the application form.

# Other services

In addition to registered office, we offer a number of other services for local businesses, charities and organisations.

## **Conference and meeting rooms**

We provide multi-purpose and accessible conference and meeting space in the heart of Sheffield city centre. Our versatile rooms are ideal for a variety of events and activities, including conferences, meetings, training courses, workshops, exhibitions, lectures, interviews and assessments.

## **Office space**

As well as a conference and events venue, The Circle provides office space to organisations from across the voluntary and creative sectors. With contemporary, fully-equipped office spaces accommodating from 1 to 20 people, The Circle is the ideal home for your business, voluntary organisation or community group.

For more information on all our services, visit our website:

**[www.thecirclesheffield.org.uk](http://www.thecirclesheffield.org.uk)**



# Contact us

If you would like to arrange a viewing of any of our office spaces, please email us: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)

--

**The Circle**  
**33 Rockingham Lane**  
**Sheffield**  
**S1 4FW**

**Email: [info@thecirclesheffield.org.uk](mailto:info@thecirclesheffield.org.uk)**  
**Telephone: 0114 253 6600**

## Find us on social media

Facebook: [facebook.com/TheCircleSheffield](https://facebook.com/TheCircleSheffield)

Twitter: [@CircleSheffield](https://twitter.com/CircleSheffield)

Instagram: [@voluntaryactionsheffield](https://www.instagram.com/voluntaryactionsheffield)