

CORPORATE SECRETARIAL SERVICES

- ❖ Annual Returns – giving details of share capital and directorships held;
- ❖ Financial Statements – outlining the company's assets and liabilities;
- ❖ Director's reports, which, depending on the company's turnover, may also require a full business review and details of the individual responsible for proving accounts;
- ❖ Depending on company turnover, the company secretary may also need to file an auditor's report;
- ❖ Maintaining statutory books and records i.e. a register of directors and shareholders and any charges held on the company assets;
- ❖ Safeguarding legal documents including share certificates, certificates of incorporation and other official documentation;
- ❖ Organizing board meetings of shareholders and taking formal minutes;
- ❖ Board and Board Committee support;
- ❖ Minutes Taking;
- ❖ Board and Board Committee Surveys and Evaluation reports;