



**Corporate Administration Services**

Your guide to corporate compliance

Corporate Administration Services assists clients to manage and mitigate risks of corporate non-compliance. Innovative techniques coupled with years of professional experience help ease administrative burdens across functional and geographical boundaries.

# The challenge of corporate compliance

The introduction of Sarbanes-Oxley and ongoing changes in the legal environment brought about an unprecedented need for companies to implement rigorous internal controls and ensure effective management of legal entities on a global basis. This has become one of the major challenges facing multinational corporations and an onerous responsibility for their directors.

Furthermore, company directors are under increasing pressure of changing legislative requirements governing the administration of their companies and keeping up-to-date and compliant is more complex and time-consuming than ever before.

Corporate Secretarial Services can help guide you through the challenges and changes, easing your administrative burden and allowing you to focus on running your business..

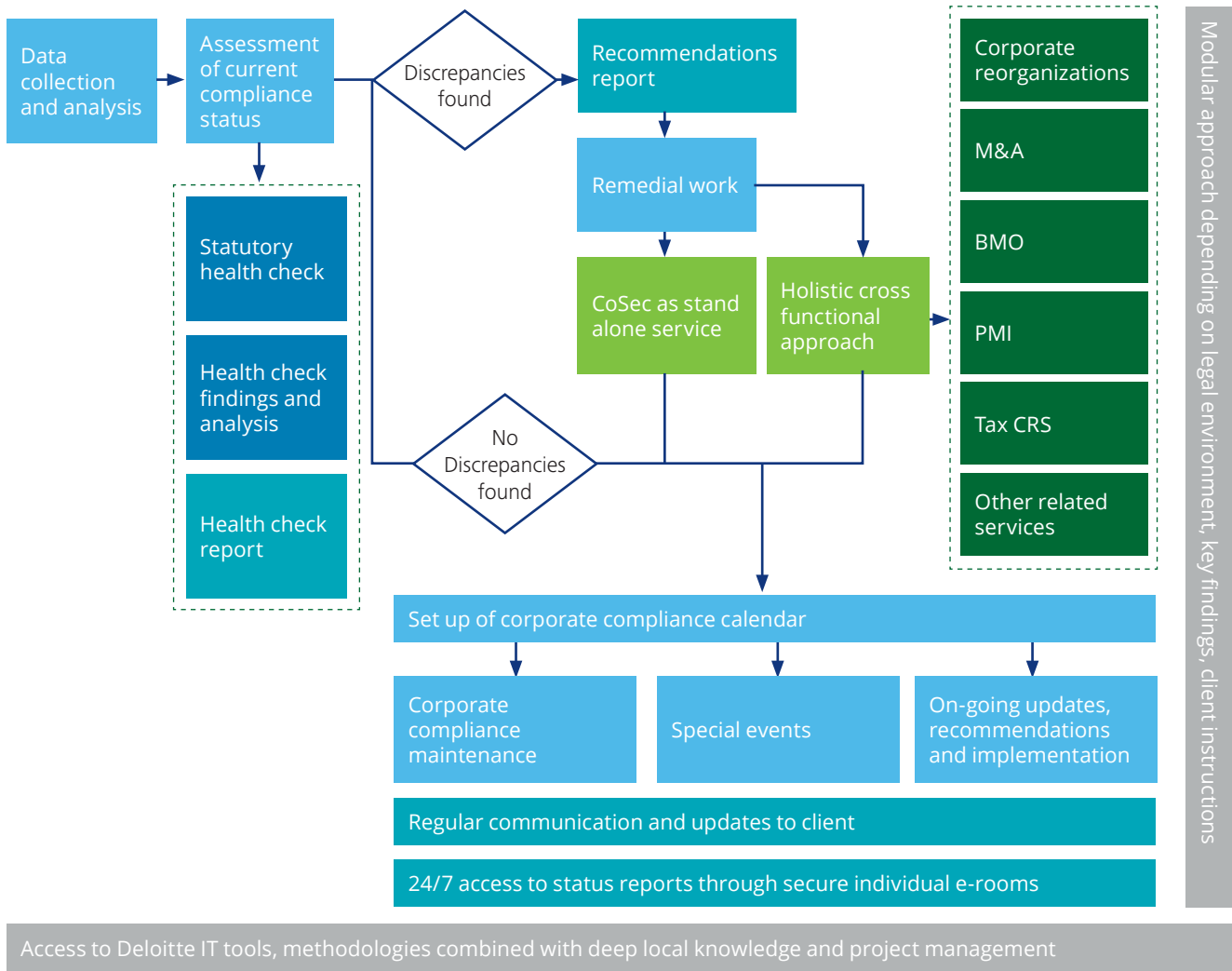
Failure to comply with statutory obligations can have potentially severe legal consequences for the company, its shareholders and directors.

## Scope of services

Assessment of current compliance status	Corporate Compliance maintenance	Special events
<b>Statutory health check</b>	<b>Routine, recurring corporate compliance matters</b>	<b>Periodic changes and one-off events</b>
<ul style="list-style-type: none"> <li>• Corporate status check;</li> <li>• Statutory review and comparison of company and registry records to ensure consistency and full compliance with prevailing statutory rules;</li> <li>• Remedial work to regularize anomalies and to remedy compliance failings identified during the status check and statutory review procedures;</li> <li>• Preparatory compliance check and remediation in view of transactional work (M&amp;A, corporate reorganizations, etc.);</li> <li>• Corporate Secretarial alert: setting-up, monitoring and updating of corporate calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• Convening, holding and drafting of all minutes of boards of directors and general meetings of shareholders;</li> <li>• Approval of annual accounts, appointment of auditor;</li> <li>• Filing of annual accounts and the necessary filings required in relation to annual statutory compliance obligations;</li> <li>• Keeping and maintenance of statutory registers and minute books;</li> <li>• Others.</li> </ul>	<ul style="list-style-type: none"> <li>• Convening, holding and drafting of the minutes of directors and extraordinary shareholder meetings connected with non routine eventdriven activities and project work;</li> <li>• Constitutional changes, e.g. changes of company name, registered offices, business objects, financial year, increase/decrease of registered share capital etc.;</li> <li>• Changes in the management (resignation, removal and appointment of directors);</li> <li>• Company incorporations and branch establishments, including corporate documents for use abroad;</li> <li>• Voluntary liquidations and deletions of companies and branches;</li> <li>• Simple (inner group) share transfers; share issues and transfers ;</li> <li>• Others.</li> </ul>

# Modular approach to assisting clients with corporate compliance

## Corporate Secretarial services process map



- Service
- Sub-service
- Report
- Recommendation
- Other Deloitte Services
- Deloitte approach

Consistent methodology and streamlined project management align worldwide Deloitte resources to achieve operational efficiency as well as help achieve balance between the complex corporate compliance process and strict statutory timelines in multiple jurisdictions.

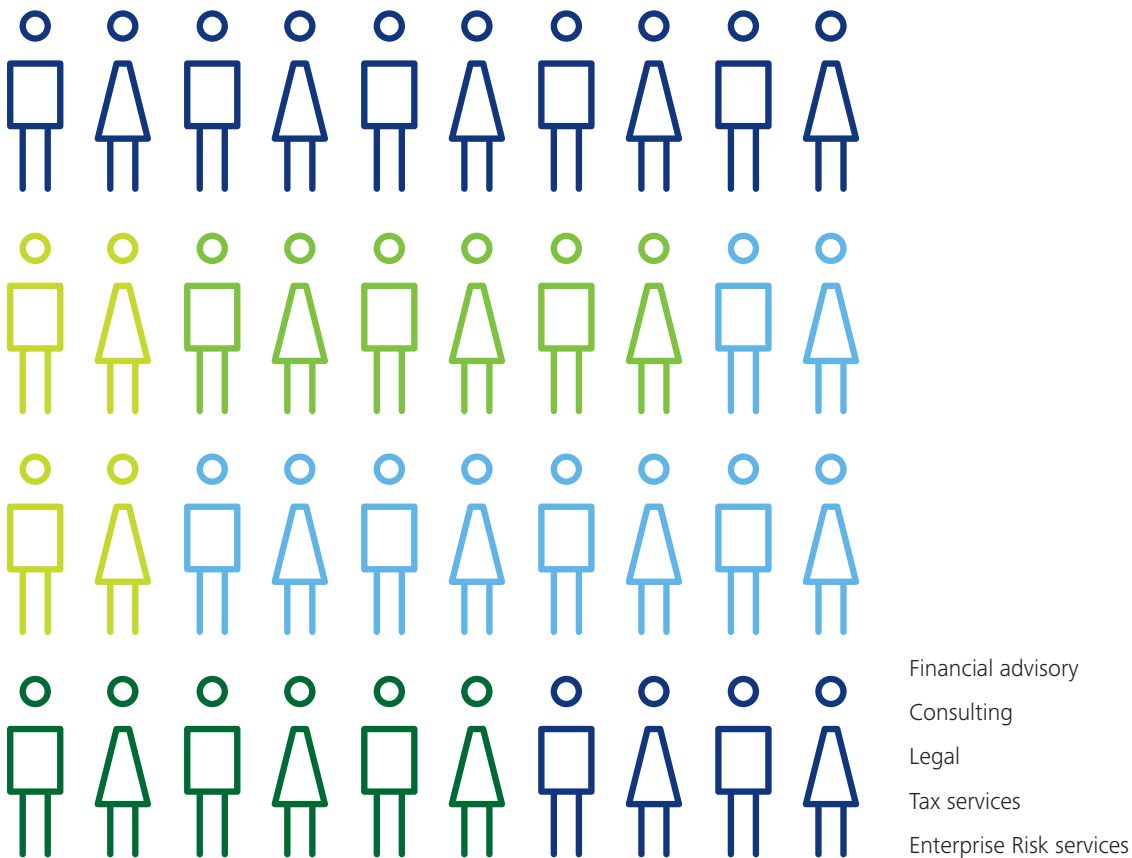
Deloitte offers Corporate Secretarial services as a stand-alone service, as well as strategically combined with other Legal, Tax, Consulting and Financial Advisory Services.

# The power of a global network

Deloitte Legal practices rely on a network of more than 1,000 highly qualified and experienced member firm lawyers operating in numerous jurisdictions around the world. In addition, to address clients needs, the Deloitte network of lawyers cooperates with independent law firms in countries where legal services are currently not provided by Deloitte.

Deloitte member firm legal practices participate in multidisciplinary projects and work seamlessly with Deloitte tax specialists in international reorganizations, with financial advisory specialists in due diligence projects, with consulting specialists in regulatory compliance projects and much more.

Deloitte's global spread and the experience of its well-rehearsed teams in multinational and cross functional Corporate Secretarial Services assignments helps ensure a globally consistent approach.



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