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 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

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<th>Assessment of current compliance status</th>
<th>Corporate Compliance maintenance</th>
<th>Special events</th>
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<tr>
<td>Statutory health check</td>
<td>Routine, recurring corporate compliance matters</td>
<td>Periodic changes and one-off events</td>
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<tr>
<td>• Corporate status check;</td>
<td>• Convening, holding and drafting of all minutes of boards of directors and general meetings of shareholders;</td>
<td>• Convening, holding and drafting of the minutes of directors and extraordinary shareholder meetings connected with non routine event driven activities and project work;</td>
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<td>• Statutory review and comparison of company and registry records to ensure consistency and full compliance with prevailing statutory rules;</td>
<td>• Approval of annual accounts, appointment of auditor;</td>
<td>• Constitutional changes, e.g. changes of company name, registered offices, business objects, financial year, increase/decrease of registered share capital etc.;</td>
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<td>• Remedial work to regularize anomalies and to remedy compliance failings identified during the status check and statutory review procedures;</td>
<td>• Filing of annual accounts and the necessary filings required in relation to annual statutory compliance obligations;</td>
<td>• Changes in the management (resignation, removal and appointment of directors);</td>
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<td>• Preparatory compliance check and remediation in view of transactional work (M&amp;A, corporate reorganizations, etc.);</td>
<td>• Keeping and maintenance of statutory registers and minute books;</td>
<td>• Company incorporations and branch establishments, including corporate documents for use abroad;</td>
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<td>• Corporate Secretarial alert: setting-up, monitoring and updating of corporate calendar.</td>
<td>• Others.</td>
<td>• Voluntary liquidations and deletions of companies and branches;</td>
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<td>• Simple (inner group) share transfers; share issues and transfers;</td>
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<td>• Others.</td>
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</table>
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.

**Modular approach to assisting clients with corporate compliance**

**Corporate Secretarial services process map**

- Data collection and analysis
- Assessment of current compliance status
- Discrepancies found
- Recommendations report
- Remedial work
- CoSec as stand-alone service
- Holistic cross-functional approach
- No Discrepancies found
- Set up of corporate compliance calendar
- Corporate compliance maintenance
- Special events
- On-going updates, recommendations and implementation
- Regular communication and updates to client
- 24/7 access to status reports through secure individual e-rooms
- Access to Deloitte IT tools, methodologies combined with deep local knowledge and project management

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The power of a global network

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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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