

## Company Secretarial Services



All companies incorporated in Ireland and the majority of companies incorporated in the UK are required to have a company secretary who will play a significant role in the effective administration of the company.

The company secretary will assist the directors of the company to ensure that it complies and operates within the parameters of local company law legislation.

For further details on our Company Secretarial Services contact:

### Dublin

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A company secretary carries out several important tasks and specific actions. These include, but are not limited to, the arrangement of any ad-hoc filings with the local Companies Registrar (the Registrar), minute taking at the company's director and shareholder meetings and maintaining the statutory books and records of the company. Importantly, the company secretary will ensure that the Annual Return is submitted to the Registrar on time and will work with the accountancy team to deliver the financial statements.

Failure to comply with company law and regulatory requirements can have serious consequences, both in terms of financial penalties and damage to a company's reputation.

Cafico International's experienced Company Secretarial team are members of the Chartered Governance Institute (formerly the Institute of Chartered Secretaries and Administrators (ICSA)).

Business leaders and intermediaries choose Cafico International as their preferred service provider because of our experience with global companies

varying sizes and prominence and our specialist experience in the Irish, UK and Luxembourg jurisdictions.

Our Company Secretarial team will undertake the responsibility of ensuring your company's compliance with statutory obligations in accordance with the Companies Acts and with the company's regulations as set out in its constitutional documents.

As well as receiving strong support from our Company Secretarial team in the applicable areas of company maintenance, we will keep you up to date about legislative changes and developments as they arise providing you with the latest information on the regulatory and legal framework governing the maintenance of your Irish registered company.

### Advantages of using our specialist Company Secretarial Services

- Committed and accessible qualified company secretaries
- Mitigates the risk of financial penalties and reputational damage
- Access to knowledgeable and experienced professionals
- Access to the online filing facility of

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the Registrar

- Access to dedicated company secretarial software for the maintenance of company records and the delivery of board meeting materials
- Proactive and responsive
- Supported by a talented and professional administration team who are committed to providing an outstanding level of service

### Our Company Secretarial Services

- Company formations and business name registration
- Registered office facilities
- Maintenance of all statutory registers of the company as required by the Companies Acts and any other key records of the company as requested
- Maintenance of the minute books of the company
- Arranging of and attendance at board meetings to include:
  - Preparation of draft agendas and notices
  - Preparation of draft minutes
  - Collation of information and reports to be included in the board packs
  - Preparation and distribution of the finalised board packs

promptly to directors and other board meeting attendees in advance of a meeting, via our secure cloud-based board portal, iBabs

- Drafting of minutes following the conclusion of the meeting and management of director comments
- Preparation of a list of action points arising from meetings and coordinating the responses of the service providers as required
- Safeguarding the company seal and maintenance of a register of seals if required
- Coordinate the execution of the documents on behalf of the company, as and when required
- Preparation of all necessary statutory filings as required by the Registrars, for example, statutory filings to be made in respect of the appointment and resignation of directors/secretary or amendments to the constitution documents of the company, etc.
- Preparation of all documentation in connection with the Annual General Meeting of the company to include the preparation of the

appropriate notices, forms of proxy and minutes as required

- Liaising with the administrator, auditor and legal advisors to assist in the timely completion of the financial statements of the company and attending to the filing of those financial statements with all relevant regulatory bodies
- Provision of ad-hoc corporate compliance and governance advice as may be required from time to time
- Forwarding of all notices received from any authority related to the company's operations in the manner required
- Liquidation services

### Members Voluntary Liquidation

Assistance with the formal steps required including:

- Coordinating the preparation of a statement of assets and liabilities
- Organising the convening of a meeting of the board of directors and of the members in connection with the recommendation and approvals necessary to place the company into voluntary winding up
- We can also assist with the

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appointing of a liquidator as well as with preparation and collation of the required forms and documents for filing purposes with the Registrar. We will also monitor all activities during the process of liquidation.

### **Voluntary Strike-Off**

Assistance with the voluntary strike-off of a company including but not limited to:

- Preparation of draft minutes and shareholders' resolution to approve the strike off of the company
- Requesting the letter of no objection from the relevant tax authority
- Organising the placement of the requisite notices in a daily paper and attending to the necessary filings with the Registrar.

### **Your Trusted Partner**

Cafico International has gained a solid reputation as a secure and reliable partner for those wishing to do business in Ireland, Luxembourg and the UK.

We work with trusted, experienced local partners to deliver personalised solutions to each of our clients, ensuring world-class standards of business service delivery are

consistently maintained throughout all stages of the client engagement.

Our satisfied clients have relied upon us for the purposes of establishing or restructuring their operations in Ireland.

We guide and assist our clients with navigating the legal, financial and fiscal responsibilities involved in the administration of their entities.

We also provide a varied portfolio of professional business services, process outsourcing and corporate administration services.

At Cafico International, we take pride in performing to the highest standards. We aim to leave you with not just positive outcomes, but also with a positive client experience.