

Company Secretarial

- Named Company Secretary of Listed and Unlisted Entities, Public Companies, Proprietary Companies, and Not for Profit Entities
- Company Secretary secondments
- Company Secretarial support services to Inhouse Company Secretarial function
- Coordination of Board and Committee Meetings
- Circular Resolutions
- Facilitation of Shareholder Meetings
- Assistance for corporate transactions like Capital Issues, Employee Share Plans, Corporate Reorganisations etc., including Engagement with Third Party Advisors
- Transaction support for Corporate Actions like Dividends, Share Split, Conversion of Securities etc.
- Management of Share Registry and shareholder queries
- Compliance and Governance Documentation such as Annual Report, Corporate Governance Statement, Directors' Reports, Notice of Meetings, Corporate Governance Policies etc.
- Corporate representations before regulatory bodies such as ASIC, ASX, and ACNC

Corporate Compliance

- ASIC Registered Agent
- ASIC Reporting
- ACNC Reporting
- Maintenance of Corporate Registers
- Employee Share Plans—Management, Record Keeping and Administration
- Listing Rules Compliance
- Corporations Act Compliance
- Manage Corporate Actions like Dividends, Share Issues, Share Splits etc.

Corporate Governance

- Corporate Governance Review
- Governance Compliance matters including requirements of ASX Listing Rules and Corporations Act
- Corporate Governance Compliance and support under ASX Listing Rules
- Corporate Governance Compliance and support for NFP'S under the ACNC Act
- Board Skills Matrix
- Board Evaluation

We cover:

Listed Companies

Unlisted Public Companies

Large and Small proprietary Companies

Not for Profit Entities

Board Reporting

- Development of Board and Committee agenda, coordination and editing of meeting papers, and preparation and distribution of meeting minutes
- Preparation of Board packs
- Management Reports
- Preparation of Board and Committee meeting packs in Cloud-based software like Diligent, Boardvantage etc.