

# LIST OF SERVICES

## 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
- 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
- Development of Board and Committee agenda, coordination and editing of meeting papers, and preparation and distribution of meeting minutes
- Preparation of Board packs and Committee meeting packs

## 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.

**Listed Companies**  
**Unlisted Public Companies**  
**Large & Small proprietary Companies**  
**Not for Profits**

## 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

## Management Reporting

Support business owners, CFOs, and finance managers through:

- Comprehensive Reporting: Management reports tailored to the specific needs and objectives of each client.
- Strategic Insights: Actionable recommendations derived from data analysis to drive continuous improvement and competitive advantage.
- Performance Metrics: Develop and monitor key performance indicators (KPIs) and metrics to measure and monitor business performance effectively.
- Dashboards: Create & maintain interactive dashboards covering critical business metrics and performance indicators.
- Data Analysis: Identify trends, patterns, and insights in financial and non-financial data to drive informed decision-making.
- Financial Analysis: Assess profitability, identify cost-saving opportunities, and optimize financial performance across revenue streams, product lines, and customer segments.
- Budgeting and Forecasting: Assist clients in developing budgets and forecasts based on historical information and management inputs.
- Cash Flow Reporting and Projections: Provide cash flow reports and analysis to help clients understand their cash position and cash flow trends.
- Scenario and Sensitivity Analysis: Conduct scenario and sensitivity analysis to assess the impact of various business scenarios on performance.