

Company Secretarial Services

- ★ Incorporation of Limited Liability Companies and Companies Limited by Guarantee
- ★ Advising Companies on:
 - a. Foreign Investments
 - b. Board of Investment Regulations
 - c. Exchange Control Lawsand obtaining approval from them, when the necessity arises.
- ★ Providing statutory work
 - a. maintenance of share registers
 - b. Issuance of share certificates
 - c. maintenance of Directors and Shareholder minute books etc.
 - d. Preparing resolutions and extracts
- ★ Providing a registered office for companies for statutory regulations
- ★ Filing of documents with the Dept. of Registrar of Companies relating to:
 - a. Appointment and resignation of Directors
 - b. Appointment and resignation of Secretaries
 - c. Share Issues
 - d. Amendment to articles
 - e. Name change of companies
 - f. Filing of accounts related to Public Companies
 - g. Change of registered addresses and addresses of Directors
- ★ Custody of the company seal

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- ★ Attending to share transfers/share transmissions/share issues
 - a. Preparation of circular resolutions
 - b. Share issue forms
 - c. Share transfer forms
 - d. Filing forms with the Registrar
 - e. Updating share registers
 - f. Issuance of share certificates

- ★ Annual compliance services including preparing and filing annual returns

- ★ Amendments to Articles of Association - preparation of resolutions, filing forms with the Registrar and providing and amended copy of Articles

- ★ Attendance at Board Meetings and General Meetings and preparation of Minutes and circulating the same

- ★ Amalgamation of Companies and advising the procedures of the same

- ★ Winding up Companies through voluntary members winding up and striking off Companies in terms of the Act and advising the procedures of the same