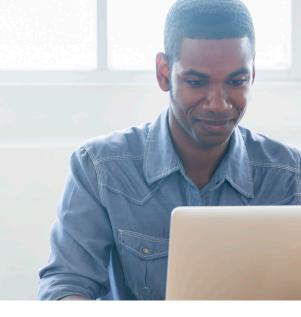


# Electronic Filing Agent

**Legal Services** 



KPMG Company Secretarial can be appointed as the Electronic Filing Agent ('EFA') for each of your companies. As EFA, we can electronically deliver an annual return and a number of other statutory forms on your behalf to the Companies Registration Office.

#### **Benefits**

Companies Registration Office filing fees are reduced or eliminated in their entirety.

Electronically filed forms are generally processed and registered faster by the Companies Registration Office.

You will have piece of mind, with KPMG Company Secretarial as your appointed EFA, that no filing deadlines will be missed and you will be kept informed of all filing dates and requirements.

With KPMG Company Secretarial as your company's appointed EFA, it will not be possible for others to electronically file on your behalf, thus reducing the possibility of corporate identity fraud.



## Areas we can assist you with your Company Secretarial obligations



#### Annual Company Law Compliance – Irish and UK Incorporated Companies

- Access to statutory registers on web-based
- Maintenance of statutory registers and minute books
- Preparation and filing of annual return and AGM documentation
- Preparation and filing of statutory forms relating to changes in your company, e.g. changes in officers and registered office
- Assisting you with minimising accounts filing obligations
- External company compliance.



#### **Advice and Assistance**

- Company incorporation Irish and UK Companies
- External company registration
- Name changes
- Re-registrations, for example limited to unlimited and vice versa
- Group restructuring
- Company reduction and dissolutions
- Director disclosure, retirement and removal provisions
- Letterhead and website disclosure requirements.



#### **Advice and Assistance**

- Secondments
- Training on Company Secretarial duties and obligations
- Meeting/Reporting Secretary
- Registered office address facility
- Process agent facility
- Stamp duty relief claims
- Company Secretarial Healthcheck
- Business name registration
- Helpline service
- Document monitoring.



#### **Share Capital Assistance**

- Share transfers
- Share allotments
- Redemptions of shares
- Share re-organisations
- Rectification of registers.



#### **Global Company Secretarial Services**

- Member firm of KPMG Global network
- One firm approach to provision of company secretarial services to subsidiary companies, wherever incorporated
- Single point of contact and access to specialists in jurisdictions across the globe.

### Contact us

To find out more about how we can help you reduce your company secretarial workload, please contact:



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