



# 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

1

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

- Access to statutory registers on web-based software
- 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.

2

## 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.

3

## 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.

4

## Share Capital Assistance

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

5

## 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:



**Francis Hackett**  
**Chairman of Legal Services**  
**T:** +353 1 700 4462  
**E:** francis.hackett@kpmg.ie



**Salvador Nash**  
**Director, Legal Services & Head of Company Secretarial**  
**T:** +353 1 410 1226  
**E:** salvador.nash@kpmg.ie



© 2016 KPMG, an Irish partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved. Printed in Ireland.

The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation.

The KPMG name and logo are registered trademarks of KPMG International Cooperative ("KPMG International"), a Swiss entity.

If you've received this publication directly from KPMG, it is because we hold your name and company details for the purpose of keeping you informed on a range of business issues and the services we provide. If you would like us to delete this information from our records and would prefer not to receive any further updates from us please contact us at (01) 410 1995 or e-mail nicole.gallagher@kpmg.ie.

Produced by: KPMG's Creative Services. Publication Date: May 2016. (1457)