



Governance - Board Support

Legal Services

KPMG Company Secretarial provide skilled and experienced personnel to attend meetings of directors helping to ensure that the meetings are held in accordance with good corporate governance principles.

We can assist you meet your legal obligations to minute and record all proceedings of director meetings by attending those meetings as reporting secretary.

Minutes are not only a matter of record but also evidence of directors exercising their duties and meeting their responsibilities, something which might be difficult to prove if there are no records.

Reporting Secretary Services

KPMG Company Secretarial can:

- determine from the company's constitution, the procedure and requirements for directors meetings
- support you in the formulation of an agenda and board pack
- coordinate the issue of notices
- arrange for a suitable meeting room/venue
- help ensure that meetings are held in accordance with good corporate governance principles
- provide any company secretarial advices as required during the meeting
- help you meet your legal obligations to minute and record the proceedings of the meetings and liaise with the Chairman to verify the accuracy of the minutes

Benefits

You will have access to skilled and experienced Chartered Secretaries who can attend meetings and provide valuable guidance and support on a wide range of corporate law compliance matters.

You will have peace of mind that an accurate record of the proceedings of the meeting have been independently taken and that meetings can be held in a professional, confidential and efficient manner thereby helping to avoid the emergence of subsequent disputes around the validity of decisions made at a board meeting. When minutes have been signed by the Chairman, until the contrary is proven, the meeting is deemed to have been duly convened and held and all proceedings were duly conducted.

You can have access to meeting rooms in KPMG Dublin offices for the holding of meetings, which are centrally located and easily accessible. Meeting rooms are fully equipped and set up for telephone and video conferencing should you require them.

If your company has specific tax residency requirements, we will liaise with our tax colleagues and advise you on best practice board procedures to assist in demonstrating that the management and control of your company is in the Republic of Ireland.

Contact us

To find out more about how we can help you, please contact:



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