



# Statutory Registers

## Legal Services

KPMG Company Secretarial will maintain your primary statutory registers on our web based platform. Through our secure web based platform, we offer you the ability to instantly access company secretarial information on all your companies from anywhere with internet access.

### Information available

We will provide you with an internet link, username and password where you will be able to access information on your companies such as:

- Current directors and secretaries
- Past directors and secretaries
- List of current and past shareholders
- Details of authorised and issued share capital
- Relevant annual compliance dates.

You will also have the ability to print company profiles.

### Benefits

You will be able to instantly access your company information from anywhere with internet access without having to contact us, leading to greater efficiencies and lower professional fees.

You will have peace of mind that your company's statutory registers are being maintained and kept up to date in accordance with your company law obligations.

You can take comfort in the fact that your choice to outsource work to KPMG will not lose you the instant access to information that is necessary in this busy environment. Outsourcing will give you direct access to highly experienced Chartered Secretaries who can provide guidance on the Companies Acts, all related statutory instruments and future company law changes.



# KPMG Company Secretarial

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## 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.

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## 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.

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## 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.

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## Share Capital Assistance

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

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## 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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