



OUTSOURCING

Outsourcing the role of Company Secretary provides organisations – both companies and incorporated associations – with a low-cost alternative, especially where the company secretarial function does not require a full-time employee.

ACSS provides a professionally qualified specialist Company Secretary to take on the “burden” of administration and compliance with the Corporations Act, ASX Listing Rules, Associations Incorporation Act and other applicable legislation and regulations as well as an entity’s Constitution.

ACSS principal, Bill Lyne, has had many years’ experience filling the statutory role of Secretary in a wide variety of companies – both public and private (proprietary limited), incorporated associations and other organisations. He also has served as a Director of public, private and trust companies.

Bill’s recent and current public company assignments include being the appointed Company Secretary of ASX-listed companies, unlisted Disclosing Entities, a No Liability mining company, a Pooled Development Fund and a company limited by Guarantee. Additionally he has provided company secretarial and related administrative and compliance services to a financial institution and other public as well as “large” and “small” private companies.

Over the last few years he has had particular involvement with companies around the time of public capital raisings – when companies have additional need for assistance in the area of corporate administration during the due diligence and prospectus process and the period just after – in establishing systems and procedures in relation to the on-going company secretarial function.

Bill’s wide-ranging experience and soundly-developed practical skills are complemented by his qualifications in commerce, accounting and finance and professional recognition as a Chartered Accountant and Fellow of the Institute of Chartered Secretaries & Administrators. He is also a presenter in company secretarial practice courses at Chartered Secretaries Australia (CSA) and the Institute of Chartered Accountants.



Additionally, he is a member of CSA's Queensland State Council and state representative on the CSA National Legislation Review Committee.

Every company should have a Secretary – and every public company and incorporated association must have one under their respective legislation. Whilst this can be a full-time role, in most companies it is combined with some other function, such as the accountant, or is part of the responsibilities of a director.

With the increasing complexity of the duties of a Company Secretary, organisations can benefit from having available – either in the statutory role or to provide advice or assistance when needed – a specialist Secretary.

ACSS can also assist during busy times – such as during half-yearly or year-end financial reporting periods, whilst preparing the Annual Report, when an annual or other general meeting is to be held, or during a capital raising or acquisition – or when the appointed Secretary is on leave or away from the office for other reasons.

Company directors – and association office-bearers – in particular can recognise the value of a competent Secretary. He is usually the one who ensures that an organisation complies with all its statutory record-keeping and reporting requirements, organises and keeps appropriate minutes of board and committee meetings, and promotes good corporate governance. He is also there to support the directors and officers in their duties, responsibilities and obligations in both a personal capacity and with regard to the organisation's corporate practice and conduct under the applicable legislation and regulation.