



USING A CONTRACT COMPANY SECRETARY

To undertake the responsibilities and adequately perform the duties of a Company Secretary in today's ever-changing business environment requires keeping up-to-date with a myriad of legislative and regulatory requirements, the complexities of corporate administration and various aspects of compliance which impact on running a company.

A qualified experienced specialist contract Company Secretary can provide the answer. This allows a company to either outsource the entire company secretarial function, provide an audit of the company's adherence to company secretarial matters, seek guidance to fully understand the requirements and scope of the role or simply to assist during busy times.

Australian Company Secretary Service can introduce you to such a person who can assist your company, whether ASX-listed or a small family business, in ensuring:

- compliance with corporate legislation and regulation
- statutory records and registers are being correctly maintained
- board meetings are being appropriately conducted and minuted
- good governance principles are in place and being adhered to
- shareholder records and relationships are being professionally addressed
- appropriate and adequate corporate policies are in place
- continuous disclosure is made where necessary.