



MEMO

To: Board of Directors

From: Company Secretary

Subject: **COMPANY SECRETARY – PERSONAL CHECKLIST
BEFORE ACCEPTING APPOINTMENT**

To finalise my personal due diligence before accepting the role of Company Secretary with your organization I would like to:

- meet with you and the other Directors
- obtain a fuller appreciation of the Company's corporate structure and operational processes
- address how I might interact with the Directors, other Company executives and various external professional advisers
- be advised of the Company's current financial position and forecasts
- review the statutory registers and minute books
- review the Company's policies and procedures
- review the corporate governance statement, charters, codes, etc
- meet with key professional advisers, in particular lawyers and accountants/auditors
- review subsidiaries' corporate records.

At that time we could also discuss in more detail the role of Company Secretary, remuneration arrangements and agree the way forward.

DISCLAIMER

The comments in this memo reflect some commercial aspects and observations on the matter experienced or observed by the writer in practice as he understands them. The information is given as a guide only and does not represent a definitive or legal view of any of the issues raised, covered or referred to and the reader is urged to seek his own professional advice on all aspects of, or pertaining to, this and any related matter.
