

## Company Secretarial Services

Irish Company Law requires every company to have a company secretary. KB Associates provides a dedicated corporate secretarial service to investment companies and management companies (“Companies”), both UCITS and non-UCITS.

In addition to the Irish legislative requirements, the introduction of the IFIA Corporate Governance Code for Collective Investment Schemes and Management Companies requires Companies to implement a robust governance framework.

The increased focus on corporate governance requires that a board of directors is composed of highly experienced members and also, that the company secretary is equally as skilled. An essential part of the governance framework is the regular holding of formal board meetings. The company secretary ensures that meetings are operated in accordance with applicable legislation and regulation and documented to the board’s satisfaction.

### Company Secretarial Services

The company secretarial services provided by KB Associates to both investment companies and management companies include;

- Arranging, scheduling and attendance at board and general meetings;
- Recording minutes and action points at board and general meetings;
- Drafting and maintaining the minutes of the meeting;
- Liaising with service providers to collate board papers, compilation of board packs and electronic distribution and hard copy (where required) to the directors in good time prior to each meeting;

- Preparing the necessary documentation in relation to the holding of general meetings including notices, proxy forms, consent to short notice and minutes;
- Preparing required Companies Registration Office (CRO) forms, arranging execution and attending to filing of the CRO documentation with the CRO within the prescribed time limits;
- Maintaining and making available for inspection, the company’s registers on behalf of the directors, including the register of directors and secretaries and register of directors’ and secretary’s interests;
- Provision of board room and other support facilities for meetings of the Company and its directors;
- Preparing ad hoc board resolutions and circulating for board approval and signing;
- Provision of registered office address;
- Dealing with company correspondence as instructed;
- Custody of the company seal;
- Maintenance of the Compliance Calendar;
- Identification of issues specifically reserved for the Board’s consideration.

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*For more information please contact Lisa O’Neill, Company Secretary (email: [lisa.oneill@kbassociates.ie](mailto:lisa.oneill@kbassociates.ie) or tel: +353 1 613 6393)*