

A complete cost-effective compliance solution



At Russell Brennan Keane, we understand that in today's increasingly regulated corporate environment, our clients need comprehensive advice on all types of company secretarial matters from the routine annual compliance to the more complex corporate consultancy.

With over 25 years experience and a delivery platform across 3 office locations in Dublin, Athlone and Roscommon, we can offer a complete Corporate Compliance Service to clients ranging from single member companies to multi-nationals in all industries. Our wealth of expertise and experience can be leveraged to your advantage.

Why Outsource Corporate Compliance Services?

Our Corporate Compliance team are specialists in ensuring that:

- > Directors meet the onerous requirements of the Companies Acts
- > Proper system of corporate compliance exists
- > Sound knowledge of corporate governance is available to your business
- > Ensuring that all clients' corporate affairs are in good standing with the authorities
- > Assistance to help achieve full compliance

The Companies Act 2014 was enacted on 23 December 2014 and the expected commencement date is June 2015. In the Interim, companies will remain subject to the Companies Acts 1963-2013 until the new Act commences.

Company Secretarial Annual Compliance Services

Filing an Annual Return and accounts with the Companies Registration Office is an important part of every company's ongoing corporate compliance. Failure to file an Annual Return and accounts with the Companies Registration Office in a timely manner may lead to a number of penalties including but not limited to on the spot fines, involuntary strike offs and high court proceedings.

Our Company Secretarial team can assist Companies and Directors with:

- > Preparation and submission of the Annual Return
- > Drafting the Annual General Meeting documentation
- > Drafting the Extraordinary General Meeting documentation with respect to a Section 40 situation
- > Maintaining the Registers and Minute Books
- > Bringing the Annual Return Date in line with the company's financial year end.

Company Secretarial Consultancy Services

Our Company Secretarial Team has experience in a wide variety of company secretarial transactions. We ensure that the actions taken by our clients comply with the regulations outlined in the Memorandum & Articles of Association of the company and with the Companies Acts.

Our Company Secretarial team can assist Companies and Directors with:

- > **Changes to the Share Capital of the Company to include:**
 - > Amendments to the authorised share capital
 - > Allotments of Shares
 - > Transfer of Shares
 - > Golden Shares
 - > Reorganisation & Restructuring
 - > Share Redemptions

- > **Changes to Company Officers to include:**

- > Change of residential address for the Directors /Company Secretary
- > Change of personal details for Directors / Company Secretary
- > Appointment / Resignation of Directors / Company Secretary

- > **Changes to Company Details to include:**

- > Change of Registered Office Address
- > Change of Company Name
- > Amendment to the Company's Memorandum & Articles of Association

- > **Compliance Reviews:**

- > Due Diligence Review on the Statutory Registers, CRO records
- > Advising Directors / Secretary on their Statutory Obligations

Why Russell Brennan Keane?

We have the expertise and experience to provide this service to clients without the expense of hiring a full-time Company Secretary.

Contact us

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Disclaimer

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