

# COMPANY MANAGEMENT SERVICES

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A comprehensive incorporation and post incorporation service with personal attention to client and advisor requirements.

## *Company Incorporation*

- Name approval
- Preparation of required documentation
- Obtaining Certificate of Incorporation

## *Company Secretarial Services*

- Provision of Registered Office
- Provision of Company Secretary
- Provision of Directors
- Provision of Shareholders
- Maintenance of Statutory Books
- Change of Company Name
- Increase in Share Capital
- Holding of Annual General Meetings
- Filing of Annual Returns
- Filing of Accounts
- Annual Tax Certification

## *Company Administration*

- Opening and operating bank accounts
- Preparation of management accounts
- Preparation of statutory accounts
- Managing day to day company affairs
- Provision of additional services as required