

What does a Company Secretary do?



A Company Secretary is responsible for ensuring the smooth administration of the company. They assume responsibility for the following important areas:

- » Provision of Company Registered Office Address
- » Updating Company Records and procedures due to changes in Statute, relevant Statutory, Professional and Trade Bodies' Guidance and Best Practice and advising Company Directors of the same as required
- » Arranging the preparation and filing of the statutory accounts
- » Arranging the preparation and filing of the confirmation statement
- » Maintaining the share/membership register including processing membership applications and the production of share certificates where the company is limited by shares
- » Calling Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs)
- » Taking and preparing minutes of AGMs and EGMs
- » Any updates to the Articles of Association
- » Updating companies house with changes including Director appointments/ Directorship terminations.

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