



BELLMAC
CONSULTING LLP



**COMPANY
SECRETARIAL
SERVICES**

Remain compliant with our Company Secretarial Services

Company secretarial services play a vital role in helping Companies uphold legal compliance, foster robust corporate governance practices, and streamline daily administrative tasks. Beyond mere adherence to regulations, these Company Secretarial Services are instrumental in mitigating risks and enhancing operational efficiency.

Does this resonate with your needs?

If so, we invite you to explore the range of services provided by our company secretarial team. Our dedication lies in facilitating the seamless and efficient operation of your business.

What are company secretarial services?

Company secretarial services are a range of services designed to cover the role of a traditional company secretary.

Company Secretarial services primarily revolve around managing various administrative and compliance tasks that a Company must perform to operate effectively and within the law according to the Companies Act.

Why are company secretarial services important?

Company secretarial services are essential for all companies, regardless of size or industry. By ensuring your business is keeping up with all its compliance requirements, you can avoid legal disputes, penalties and reputational damage.

Moreover, effective corporate governance is vital for building trust with stakeholders, maintaining transparency and managing risk.

What do company secretarial services involve?

Some of the key tasks involved in company secretarial services include:

- ◆ Forming and registering entities in Kenya including:
 - a) Private Companies
 - b) Public Companies
 - c) Foreign Branches
 - d) Not for Profit organizations (NGOs)
 - e) Limited Liability Partnerships
 - f) Partnerships with Unlimited Liability
 - g) Business names
 - h) Trusts
 - i) Co-operative Societies/ Saccos
 - j) Charitable organizations
 - k) Societies (clubs, trade unions, self-help associations, Chamas)
 - l) Foundations and Companies Limited by Guarantee
 - m) Public Purpose Organizations (PBO) and other Not-for-Profit Organizations (NFP)

- ◆ Preparation and filing of annual returns, accounts.
- ◆ Maintaining accurate statutory registers, including records of the company's shareholders, directors and officers.
- ◆ Ensuring the company's governance structures and statutory registers are up to date.
- ◆ Advising the board of directors on corporate governance and compliance matters.
- ◆ Arranging and preparing board, board Committees and shareholder meetings, including drafting and distributing meeting agendas and minutes.
- ◆ Attending to changes in shareholding, directorship, Company name and registered office details.
- ◆ Drafting of Board Constitutive documents including Board Charter, Board policies, terms of reference, and shareholders' agreements.
- ◆ Registered office services.
- ◆ Deregistration and restoration of companies.
- ◆ Applying, processing and renewal of trade Licenses and business permits.
- ◆ Drafting, amendment and adoption of company's Memorandum and Articles of Association.

Benefits of company secretarial services

From small startups to large corporations, company secretarial services can benefit businesses of all sizes in lots of ways. Some of the main benefits of these services include:

- ◆ **Compliance with legal and regulatory requirements.** Company secretarial services help companies stay compliant with their duties, reducing the risk of penalties or legal issues.
- ◆ **Effective corporate governance.** Outsourced company secretaries facilitate efficient and lawful operations of the board of directors, providing ongoing guidance and support.
- ◆ **Improved efficiency.** By outsourcing company secretarial tasks, businesses can streamline administrative functions, allowing staff to allocate more time to core business activities.
- ◆ **Expert advice.** Our team offers expert guidance on various issues, including corporate governance and company law, particularly beneficial for smaller businesses lacking in-house expertise in these areas.
- ◆ **Enhanced reputation.** Customers, investors and other stakeholders are more likely to trust companies that are transparent and compliant with all laws.

Bellmac Company Secretarial Services

Our company secretarial services are custom-tailored to suit the distinct requirements of each client. Recognizing the uniqueness of every business, we collaborate closely with our clients to ensure that our services are precisely aligned with their needs.

Backed by a team of seasoned experts well-versed in legal mandates and optimal corporate methodologies, we offer accurate and current guidance to our clients. Our commitment lies in delivering dependable and professional services aimed at saving our clients both time and money.



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