



MAPLES  
GROUP

# COMPANY SECRETARIAL & BOARD SUPPORT

Overview of Services

[maples.com](http://maples.com)

# COMPANY SECRETARIAL & BOARD SUPPORT SERVICES

Investors and regulators are increasingly demanding that companies have a proper governance framework in place. Regularly holding formal board meetings and documenting discussions and decisions is an essential step to ensuring such demand is met. Through the provision of a comprehensive range of company secretarial and board support services, the Maples Group helps reduce administrative burdens to allow companies to focus on their core business objectives.

Our dedicated team is comprised of experienced and qualified company secretarial professionals and support staff who consistently strive to provide a service that is at the forefront of industry best practice relating to corporate governance. We work closely with clients to develop tailored solutions and provide a service that is accurate, reliable, consistent and client focused.

Below is an overview of our global company secretarial and board support services offering:

## **Board, Committee and Shareholder Meetings**

- Provide meeting venues including teleconferencing and video conferencing facilities;
- Initiate, coordinate and attend meetings as the meeting secretary either in person or via telephone;
- Communicate with service providers to coordinate the collation of information and reports;
- Prepare and distribute convening notices, agendas, minutes and board packs to relevant parties;

- Coordinate director signatures on documentation approved at board meetings;
- Draft the highest quality minutes and distribute with action items to relevant parties;
- Provide signed minutes and other relevant documents to the registered office or maintain the fully executed version as the registered office;
- Prepare a power of attorney and / or proxy<sup>1</sup>;
- Prepare AGM documentation and annual return<sup>2</sup>;
- Liaise with service providers, including investment managers, administrators, tax advisors, directors, or other third parties as directed;
- Grant access to Nasdaq Boardvantage® which provides a centralised location for the distribution and storage of meeting materials, including board packs and meeting minutes;
- Provide experienced, qualified full-time staff to ensure prompt attention to the needs of the company, with a designated primary contact; and
- Address and complete any post-meeting actions and all filings as required in a timely fashion.

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Services provided by each Maples Group office may differ based upon the unique requirements of each jurisdiction.

<sup>1</sup> Service offered by Luxembourg only.

<sup>2</sup> Service offered by Singapore only.

## Company Secretarial Services

- Act as named company secretary and be reflected as such on the register of directors and officers;
- Prepare and sign secretarial certificates and other documents as company secretary;
- Maintain the statutory minute books and registers;
- Certify copies of corporate documents maintained on the minute book;
- Manage changes in share capital and share structures;
- Maintain the company seal;
- Prepare and submit filings to the Companies Registration Office and the Central Bank of Ireland<sup>3</sup>;
- Prepare director and shareholder written resolutions; and
- Provide compliance alerts and attend to all ACRA filings in a timely fashion<sup>2</sup>.

## Corporate Services

- Provide company incorporation and limited partnership registration services;
- Arrange the execution, notarisation and apostilling of documents;
- Assist with shareholder meetings;
- Prepare articles of incorporation;
- Schedule and attend meetings in front of a notary for an incorporation;
- Update the Luxembourg Trade and Companies Register<sup>1</sup>;
- Request certificate to the Luxembourg Trade and Companies Register<sup>1</sup>; and
- Assist with official translation<sup>1</sup>.

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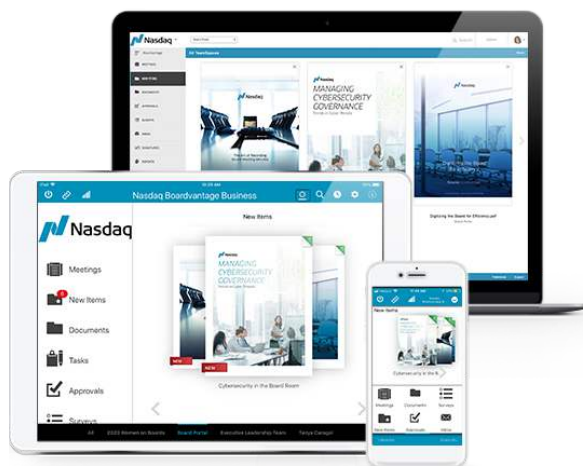
# BOARD PORTAL

Nasdaq Boardvantage is the Maples Group's preferred provider of bespoke online meeting and entity document management solutions for company secretaries and boards.

The board portal enhances the end users' experience of accessing and navigating meeting materials and entity documentation in an intuitive and user friendly way, simplifying how meeting materials are stored and distributed and offering a fully integrated and centralised location for the retention of relevant entity documents that can be readily accessible by authorised representatives.

## Key Features

- Fast and intuitive access to information and files from supported platforms (including smart phones, tablets and / or PCs) both online and offline;
- Ability to add notes or comments to files and easily share them with other meeting members;
- Easily locate information by searching individual or all documents, with the ability to filter by key words, date range, TeamSpaces and file type;
- Add private and shared annotations to any file, with additional capabilities to highlight, draw and drop pins;
- Agenda driven navigation;
- Access to personal spaces and reading areas;
- Immediate access to a comprehensive repository of entity documentation;
- Set permissions and restrict access for individual files or entire folders, giving specified users access to information in the way it is intended;
- Customer configurable security features for governance and workflow management controlled from a central platform;
- Use Presenter Mode to control flow, advance pages or pass control to other presenters; and
- Configurable retention settings to align with corporate governance policies.

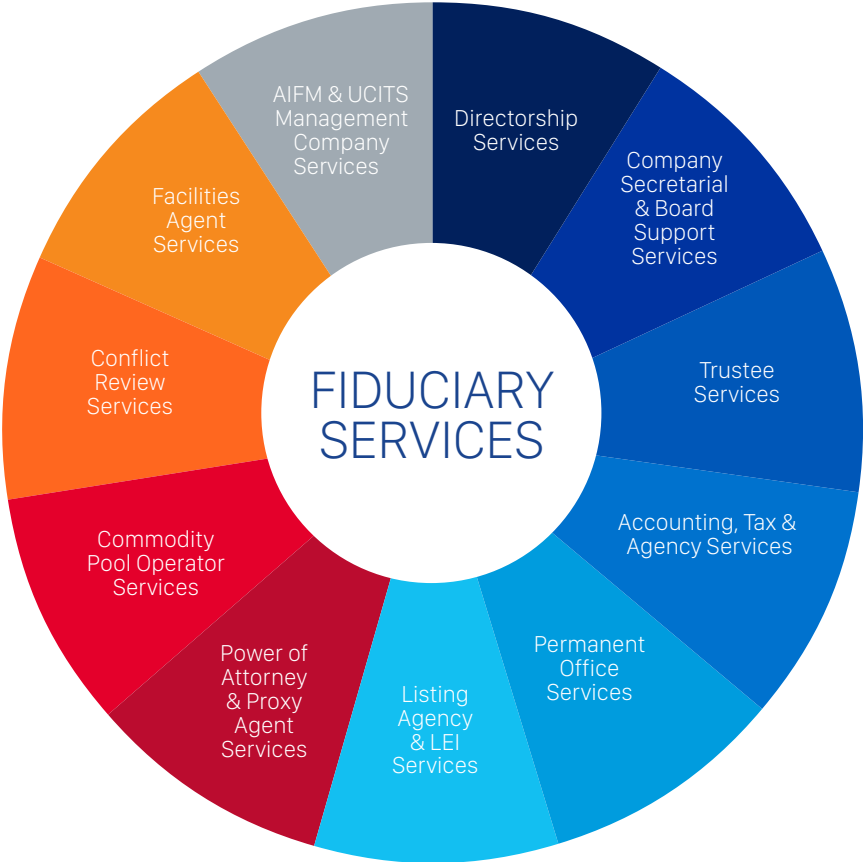


We believe that Nasdaq Boardvantage meets the needs of our clients and demonstrates our commitment to adding value and providing a comprehensive service in the area of corporate governance. A demonstration of the board portal can be provided on request.

# FIDUCIARY SERVICES

With over two decades in the marketplace, our fiduciary services team has the skills, experience and resources to assist across a variety of areas and we have built our service offering around the needs of the client companies that we serve. Our comprehensive suite of fiduciary, reporting and governance solutions ensures our clients' requirements are seamlessly met and their operations are appropriately supported.

Our global fiduciary services offering includes:



# CONTACTS

For further information on our services, please contact:

## Abu Dhabi and Dubai

### Norbert Neijzen

+971 4 511 4202

norbert.neijzen@maples.com

## Bermuda

### Christopher Tribley

+1 441 400 4082

christopher.tribley@maples.com

## Cayman Islands

### Heidi Chapman

+1 345 814 5875

heidi.chapman@maples.com

### Stephanie McLaughlin

+1 345 814 5862

stephanie.mclaughlin@maples.com

### Kristelle Falconer

+1 345 814 6134

kristelle.falconer@maples.com

## Delaware

### James Lawler

+1 302 340 9985

james.lawler@maples.com

## Hong Kong

### Holly Willson

+65 6436 6939

holly.willson@maples.com

## Ireland

### Shane Toomey

+353 1 697 3385

shane.toomey@maples.com

## Jersey

### Robert Lucas

+44 1534 495 371

robert.lucas@maples.com

## London

### Sam Ellis

+44 20 7466 1645

sam.ellis@maples.com

## Luxembourg

### Jorge Perez

+352 26 68 62 30

jorge.perez@maples.com

## Netherlands

### Maria Oosterhoff

+31 203 998 234

maria.oosterhoff@maples.com

## Singapore

### Holly Willson

+65 6436 6939

holly.willson@maples.com



The Maples Group is a market leader in the provision of fiduciary and formation and management services to investment funds, structured finance vehicles and corporate entities established in the Americas, Asia, Europe and the Middle East. The Maples Group brings in-depth knowledge of a wide range of investment vehicles and structures, including regulatory and investor requirements. This expertise, backed by a robust institutional-grade infrastructure and highly responsive approach to client service, ensures that clients are comprehensively supported in navigating the complexities of today's global business landscape and that the necessary standards of corporate governance are adhered to.





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