

Roles & Responsibility of Corporate Secretarial Service in Singapore

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Corporate Secretarial Service

Singapore Companies Act requires all Singapore Companies to appoint a Company Secretary to handle on-going statutory compliance matters. Rikvin will act as the named Company Secretary for your Company to comply with ACRA requirements

Our role as your Company Secretary includes but not limited to the following:

Provision of named Company Secretary

Every company shall have one or more secretaries each of whom shall be a natural person who has his principal or only place of residence in Singapore.

It shall be the duty of the directors of a company to take all reasonable steps to secure that each secretary of the company is a person who appears to them to have the requisite knowledge and experience to discharge the functions of secretary of the company.

One of Rikvin's qualified secretaries will act as the name secretary for the company.

Board Meetings

Co-ordinating the operation of the company's formal decision making and reporting machinery; formulating meeting agendas with the chairman and /or the chief executive; attending and minuting of the meetings; maintaining minute books; certifying copies of minutes; and ensuring that correct procedures are followed.

General Meetings

Originating and obtaining internal and external agreement to all documentation for circulation to shareholders; co-ordinating the administration and minuting of meetings; and ensuring that correct procedures are followed.

Company Constitution

Ensuring that the company complies with its constitution; drafting and incorporating amendments in accordance with correct procedures.

General Compliance

Monitoring and ensuring compliance with relevant legal requirements, particularly under the Companies Act.

Statutory Registers and Books

Maintaining the following books and statutory registers

a share register

company records

accounting records

register of charges created by the company, Companies

Statutory Returns

Filing information with the Registrar of Companies to report certain changes regarding the company or to comply with requirements for periodic filing. Of particular importance in this regards are:

any changes in the director(s) of a company or particulars relating to director(s)

changes to a directors name or residential address

removal from office in accordance with the Act or constitution

disqualification from holding office

appointments/resignations/deaths

annual return

change of company name

adoption, alteration and revocation of constitution

issue of shares

Report and Accounts

Co-ordinating the publication and distribution of the company's annual report and accounts and interim statement in consultation with the company's internal and external advisers and, in particular preparing the directors' report.

Share Registration

Maintaining the company's register of members; dealing with transfers and other matters affecting shareholdings; and dealing with queries and requests from shareholders.

Shareholder Communication

Communicating with the shareholders (i.e. through circulars); payment of dividends and interest; issuing documentation regarding rights issues and capitalisation issues; general shareholder relations; and relations with institutional shareholders and their investment protection committees.

Shareholder Monitoring

Monitoring movements on the register of members to identify an apparent 'stake-building' in the company's shares by potential takeover bidders; and making inquiries of members as to beneficial ownership of holdings.

Share and Capital Issues, Transfers and Restructuring

Implementation of changes in the structure of the company's share and loan capital and devising; implementing and administering directors' and employees' share participation schemes.

Acquisitions and Disposals

Participating as a key member of the company team established to implement corporate acquisitions and disposals; protecting the company's interests by ensuring the effectiveness of all documentation and that due diligence disclosures enable proper commercial evaluation prior to completion of the transaction.

Corporate Governance

Reviewing developments in corporate governance and advising and assisting the directors with respect to their duties and responsibilities and compliance with their personal obligations under company law and, if applicable Stock Exchange requirements.

Non-Executive Directors

Acting as a channel of communication and information for non-executive directors.

Company Seal

Ensuring the safe custody and proper use of the company seal if provided for in the company constitution.

ACRA Compliance Alert & Reminders

Rikvin will remind and alert clients on deadlines for filing and other compliance work.

To learn more on this topics, please visit <http://www.rikvin.com/Singapore-Corporate-Secretarial-Service.html>

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About Rikvin Group

Established in 1995, Rikvin Group is a leading corporate solutions consultant in Singapore. The group provides company incorporation, business registration and EntrePass/ Employment Pass services to entrepreneurs from around the world. Since its formation, Rikvin has empowered thousands of entrepreneurs by assisting them with the first step of starting a new business. For more information on Rikvin Group, please visit <http://www.rikvin.com>

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