

# Instant access

## Outsourcing your Company Secretarial function to PricewaterhouseCoopers

### Contacts

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### Web Hosted Software

PricewaterhouseCoopers will transfer your company secretarial records to a web based platform. You will have internet access to these records and will be able to view directorship, shareholder and other company information. The PricewaterhouseCoopers Company Secretarial team will administer the system and ensure that the registers of all group companies are maintained in accordance with the Companies Acts. Filing deadlines are monitored and the relevant statutory forms are prepared and forwarded to you one month in advance of filing deadline dates.

### Benefits include

- More cost effective than acquiring an in-house company secretarial package
- No training of staff required as experienced PricewaterhouseCoopers company secretarial staff will maintain the system
- Comfort that the company's registers are being maintained correctly
- Internet accessibility to company records
- Electronic filing available which results in reduced filing fees and additional time to lodge company accounts
- System can be used as an online document repository

## Company Secretarial Secondments

An experienced company secretary can provide company secretarial support to your group for an agreed period. This service can cover maternity leave, cover while a replacement company secretary is being sourced or provide support on an ongoing basis for the requisite time per week / month.

## Advice and assistance

Company Law queries arise occasionally and advice is required on the practical aspects of the application of the provisions of Company Law. Our team of company secretaries can assist in providing advice in this area and can, if required:

- Perform general company secretarial duties at board meetings
- Provide training to staff regarding company secretarial obligations
- Draft company law best practice manuals

## Advantages of outsourcing your company secretarial function

- Access to highly experienced Chartered Secretaries
- Comfort that the company's registers are being maintained correctly
- Reduced time input required from the Company Secretary, thus releasing their time from work of a routine nature to allow them to focus on projects of a greater added value nature
- Unnecessary compliance obligations are identified and removed
- Reduced exposure to late filing fees / indictable offences
- No surprise communications from the Companies Registration Office or Office of Director of Corporate Enforcement

## Streamlining your company secretarial requirements

- Are there companies within your group that are dormant or have ceased trading? In conjunction with our tax colleagues, we can advise on their dissolution and your group can realise savings on their annual maintenance / compliance
- Single member companies may opt to dispense with holding an AGM. By reviewing your current structure, we can reduce the annual obligations by converting to single member status.
- Companies are now permitted to post their annual report on their website and make electronic AGM mailings. We can assist in amending the Articles of Association of your company to allow to electronic communication. This reduces the printing, postage and other costs associated with the AGM requirements.