



**BoardRoom**  
Smart Business Solutions

# Corporate Secretarial

Your success is our goal.

We take businesses further, faster with an integrated suite of corporate solutions driven by innovation and technology.



## Why outsource your corporate secretarial functions?

The pressure of adapting to the ever-evolving schedule of corporate legislative requirements can be overwhelming. Outsourcing your corporate secretarial functions relieves your in-house team of time-consuming corporate compliance activities. Here's how our professional team of corporate services experts can help.



### Streamline your operations

- Extensive range of corporate services under one roof
- Experienced, reliable, qualified and knowledgeable teams



### Reduce administrative burden

- Free up resources to focus on strategic activities
- Decision-makers can focus on growth and profitability



### Ensure local and cross-border compliance

- Specialist expertise and experience across multiple APAC jurisdictions
- Reduce your risk of non-compliance with specialist local and regional teams
- Proven track record in helping large multinational corporations PLCs, fast-growing SMEs, startups and small private firms to stay compliant



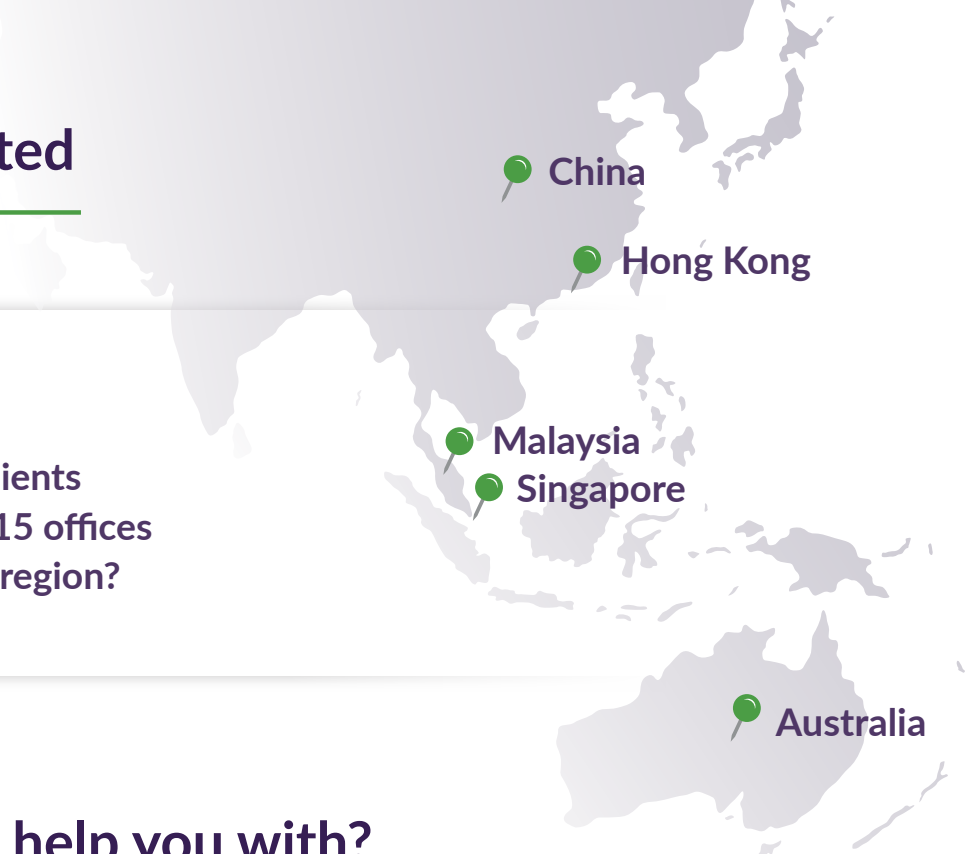


## Our Corporate Secretarial Services

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- New Company Registration and Incorporation Advisory for private limited companies, public company enterprises, limited liability partnerships, trust bodies and non-profit organisations
- Foreign Company Registration in APAC countries
- Provision of Company Officers, including:
  - Named Company Secretary or Joint Company Secretaries
  - Authorised Representative
  - Nominee Directors
  - Nominee Shareholders
  - Nominee Local Agents
- Escrow and Process Agency Services (in selected countries)
- Preparation, documentation and attendance for board, board committee and shareholder meetings
- Statutory and Regulatory Compliance Advisory and Reporting to relevant authorities and stock exchanges
- Minutes/Resolutions & Statutory Registers and Maintenance
- Advisory and Application for residency, employment and dependant passes
- Corporate and Corporate Governance Health Checks and Advisory
- Non-Routine and Ad Hoc Corporate Transactions and Actions, and other Regulatory Compliance requirements
- Corporate Restructuring, Striking Off and Company Liquidation Services

# Where we're located



## Did you know?

We have over 7,300 clients across the globe, and 15 offices throughout the APAC region?

# What else can we help you with?

BoardRoom is the leading corporate and advisory service provider in the region, with a proven track record of over 50 years. We specialise in providing accurate, prompt and reliable corporate solutions for every element of your business, including:



Share Registry



Regional Payroll



Global Accounting & Tax



Employee Share Plans



Get in touch with us today to take your business further, faster.

Scan to learn more about our services

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