

# Company Secretarial Services for Regulated Entities



## How We Can Help You With Your Company Law and Governance Requirements

Regulated entities face complex and evolving challenges in meeting their company law and governance obligations. They need to ensure that their board meetings are well organised, properly documented, and compliant with the relevant regulations. They also need to maintain accurate and up-to-date statutory records, file annual returns and financial statements, and deal with any changes in their corporate structure or capital.

At KPMG Law, we understand the needs and expectations of regulated entities. We offer a comprehensive range of company secretarial and advisory services, tailored to your specific circumstances and objectives. We offer reporting secretary, named company secretary and Central Bank of Ireland Reporting Agent services, depending on your preference and requirements. We can also provide you with expert company law advice on any issues that may arise in the course of your business.

## Our Services

### SPV Incorporation, Central Bank Registration and Regulatory Reporting:

- All Irish-resident Special Purpose Vehicles (SPVs) must register, with the Central Bank of Ireland no later than five days after their first financial transaction. This crucial step ensures transparency and regulatory compliance. Additionally, registered SPVs must also file quarterly returns to the Central Bank.
- KPMG Law specializes in incorporating SPVs, managing their registration with the Central Bank, acting as your experienced reporting agent, and handling your quarterly return filing obligations.
- We offer a streamlined reporting process, reducing administrative burden and allowing you to focus on your core activities. Our proactive approach aids in effective risk management by ensuring your quarterly returns are filed on time. Choosing KPMG Law means partnering with a team dedicated to supporting the stability and integrity of your operations, ensuring peace of mind and operational efficiency.

### Reporting Secretary Service:

- We offer assistance with the preparation, organisation, and management of your board meetings, including agenda setting, presenter coordination, meeting pack compilation, attendance and minute taking, action tracking, and company secretarial advice.
- We'll liaise with your CEO and Chairperson to ensure that the board meetings are effective and efficient, and that any matters for their attention are highlighted.

- We specialise in providing clear and easily navigable board packs which are an essential element of a well run board meeting. We offer the use of our bespoke, user friendly reporting secretary software, DecisionTime, to facilitate the distribution and access of the meeting materials.
- Our experienced minute takers will ensure your board minutes and any matters arising, are drafted in a timely fashion and circulated to you within an agreed timeframe that suits your business needs.

### Annual Company Law Compliance Service:

- Staying compliant with annual company law requirements is essential for your business. At KPMG Law, our experienced company secretaries can assist you with preparing your annual return and annual general meeting documentation, ensuring compliance with the provisions of the Companies Acts and your company's own corporate constitution.
- By partnering with KPMG Law, you can focus on growing your business while ensuring that your statutory records are in expert hands. Let us handle the maintenance of your statutory registers, including the register of members, beneficial owners, and directors' & secretaries' interests, as well as your minute books. With our state-of-the-art digital register repository system, you'll have direct access to all your registers at your fingertips. We can also act as your electronic filing agent, ensuring all necessary documents are promptly filed with the Companies Registration Office (the "CRO"). Trust us to keep your records accurate, up-to-date, and fully compliant, so you can focus on growing your business.

### Advice and Assistance:

- Navigating company law can be complex, but we're here to simplify it for you. Our expert team provides comprehensive advice on all matters related to your corporate structure, share capital, constitution, shareholders, directors, company secretary, and company seal.
- Whether you need guidance on conversions, name changes, share transfers, allotments, redemptions, amendments to your company's constitution, voluntary strike-offs, or incorporations, we've got you covered. We also assist with the submission of stamp duty returns to the Revenue Commissioners, ensuring every transaction is handled with precision and compliance.

### Named Company Secretary Service:

- As your named company secretary, we will ensure all legal requirements are met efficiently. Our services include countersigning your annual returns, financial statements certificate, statutory forms, and managing the company seal. With our professional support, you can focus on growing your business while we take care of the compliance details.

## Why Choose Us?

- **Experience:** Well established and fully resourced team of company secretaries with experience in dealing with regulated financial services.
- **Expertise:** Qualified, capable and experienced company secretarial and legal professionals, who have in-depth knowledge of the company law and governance requirements for regulated entities. We have worked with clients across various sectors and industries, such as financial services, insurance, funds, aviation, and technology. We're also part of the KPMG network, which gives us access to a global pool of resources and insights.
- **Quality and Efficiency:** Services delivered to the highest standards of quality and efficiency, using the latest technology and best practices.  
We ensure that our services are timely, accurate, and compliant with the relevant regulations and standards. We also monitor and update our services to reflect any changes or developments in the company law and governance landscape.
- **Value and Flexibility:** Competitive and transparent fees, based on the scope and complexity of the work involved. We provide flexibility and choice to our clients, allowing them to select the services that best suit their needs and preferences.

## For more information about our company secretarial services for regulated entities, please contact:



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