

Business Services & Outsourcing

# Global Company Secretarial Services

February 2024

IDEAS | PEOPLE | TRUST



**IBDO**



# Help when you need it

Faced with rapidly changing legislation and regulatory requirements, every international business needs to ensure it is in good corporate order, ensuring full compliance through the use of local knowledge and expertise.

## Common challenges that we know businesses experience include:



### Client challenge

Lack of visibility of the status of compliance work and up to date compliance confirmations including visibility of all documentation for each entity in scope including access to information during different time zones and core company information.

Lack of process in engaging with local expertise across multiple services, globally.

Lack of internal resource to manage complex COSEC compliance requirements and process which often are time consuming and burden your teams.



### BDO solution

Our technology platform shows task information including compliance confirmations and documentation related to each entity within scope. Our technology platform provides real time access 24 hours a day.

Our solution offers an efficient and consistent process approach to delivery across all our global offices. With offices in 164 countries, BDO can provide a truly global COSEC service, ensuring local in-country expertise and knowledge is maximised.

With a single point of contact within our central team, we take on the burden of managing your compliance and reporting obligations and processes. Our team is experienced to manage complex reporting requirements effectively.



# BDO company secretarial services

Demonstrated below is the full range of company secretarial services we provide:

## Entity set-up and dissolution

Preparation of all documents required to set up a new legal entity and dissolution, managing the processes and local filings.



## Changes to local directors

Any additional work required under the local laws of each jurisdiction or by the business.



## Maintenance of statutory registers

Maintenance of statutory registers and minute books.



## Issue and transfer shares documents

Preparation of all documents required to issue and transfer shares and any other changes to share capital.



## Annual minute preparation

Preparation of annual minutes and resolutions to approve the annual financial statements by directors and shareholders and all other routine approvals, including the re-election of auditors and the re-appointment or re-election of directors and officers as required by legislation or company constitution and dealt with as part of the annual meeting cycle.



## Ultimate beneficial owner registration and renewals

Any additional work required under the local laws of each jurisdiction or by the business, including Ultimate Beneficial Owner registrations and renewals.



## Updating COSEC database

Updating Company Secretarial database with all set-up and ongoing maintenance documentation.



## Statutory corporate secretarial preparation

Preparation and submission of statutory corporate secretarial returns.



## Submission of annual financial statements

Submission of annual financial statements to the local registry, court or chamber of commerce.





# The BDO approach

## BDO'S global solution

Our specialist team is ready to work with you. Trust us to take care of your global company secretarial requirements and you will benefit from:

### A consistent service wherever you are

Having a single service through one team means you can count on consistent implementation of your group policies and initiatives, while continuously adapting to your local requirements.

### A single, dedicated team of experts

Our dedicated team has first-class management skills and outstanding technical expertise to ensure you are fully supported.

### One simple, central contract

No matter which country you are worried about, you can handle all your company secretarial requirements through a single contract and a single point of contact in the UK.

### Global expertise and local knowledge

With over 162+ offices around the world you can be confident that you are supported on the ground by professionals trained to the highest international standards with expert local knowledge.

### A secure, centralised workflow system

A fully secure client portal gives you anytime, anywhere access to all your documentation, plus an audit trail for all communication relating to it.

### A service that scales and flexes with you

We can support you to reflect your changing business requirements whether this be in size of operation or requirements.



**Scope**  
Establish your needs and deadlines



**Plan**  
Work with you to agree project plan



**Deliver**  
Manage process and meet deadlines



**Advise**  
Deliver technical advice and support



# Technology

A workflow platform that delivers clear visibility and reporting

## BDO portal

A web hosted solution, providing customised views and reporting dashboards that enable you to immediately view the current status of your global compliance. Our project and document management platform improves your control and operational efficiency and reduces your risk profile.

We can configure the platform to your specification, building collaborative workflows allowing our member firms and your local teams to interact, whilst providing oversight to your head office and the BDO coordination team in a centralised location.

The platform will assist both local teams and our central coordination team by providing a clear, up to date summary of all work in scope. Key milestones within our scope of work are loaded into the workflow engine to drive the process, identify risks and highlight items requiring attention.

## Wider global compliance

Additional entities and service lines can easily be added to the platform at any time, whether our team is assisting in the completion and coordination of these services, or if they are completed in-house.

## Underpinning global visibility

Is accessible by both our clients and BDO team members regardless of time or location.

01

Contains all key tasks, milestones and compliance obligations in scope by entity providing transparent monitoring of progress by all team members.

02

Supports our relationship by providing access to all relevant data and documents in one place.

03

Provides a permanent record of the information used, the review process undertaken and the source of information used for each process.

04

Offers a live Entity Information Database, providing you with an up to date summary of each entity's incorporation information, local obligations, director details and much more.

05

Strict security settings ensure each user has access to only the information you specify, protecting confidential data.

06





# The international BDO network

## Delivering consistently across the globe

In an ever-evolving economic environment, businesses need a global organisation that provides exceptional, bespoke service combined with local knowledge and expertise. We're uniquely positioned to serve this demand, providing effective support and a truly integrated global footprint, under one International Services Agreement (ISA).

## Global client service standards

Every BDO member firm is committed to providing consistently high-quality service delivery. We put this commitment into practice through the demanding client service standards that all our member firms are required to meet. We have also implemented a global Net Promoter Score programme to gather client feedback.

## Sector expertise combined with technical efficiency

Our member firms' sector focus is overlaid by BDO's technical efficiency and active global sector programme. The main objective is to develop strong sector teams that work efficiently together across borders. This means easy access to sector experts and their experience across the network.

## Sharing best practice

A sharing of best practice, as well as specific training, across our network both improves the quality of our service and promotes the cost-efficient development of our clients' business across borders.

## International quality assurance review programme

The quality of our firms' local and referred professional work is evaluated through an International Quality Assurance Review programme. This is backed up by an accreditation process, carried out every 18 months.



BDO INTERNATIONAL

**US\$14 billion**  
2022/2023 REVENUE

A YEAR ON YEAR INCREASE OF **10.2%**<sup>1</sup>

**166**  
Countries

**1,770** Offices  
**115,700** Staff

1. At constant exchange rate  
All numbers have been updated as of 20 December 2023



## Our experience

A snapshot of some of the clients we support under our locally delivered, centrally coordinated operating model. These services are delivered by local experts in-country and managed centrally by our coordination team in the UK, offering a single point of contact and comprehensive reporting and compliance status visibility.



### Global Supply Chain Management Company

#### Services in scope

Company Secretarial services delivered in 16 countries.

**Client for six years**



### Global Pharmaceuticals Company

#### Services in scope

Company secretarial and compliance services delivered in 11 countries across Europe, Asia and Middle East and Incorporations in nine countries across Europe and Asia.

**Client for three years**



### Global Telecoms Company

#### Services in scope

Company Secretarial services delivered in 41 countries across Europe.

**Client for 15 years**





# Supporting your growth

As one of the world's largest accountancy networks, you can be confident that we operate in the areas that are important to you now and where you want to be in the future. Bringing together the very best from across the global network to support your needs.

## Your partner for



Company  
secretarial



Payroll



Global  
compliance services



Technology  
advisory services



IXBRL



Financial  
management



Outsourced accounting  
& bookkeeping



Business advisory



Financial  
advisory services



Direct & indirect  
tax compliance



Strategic  
resourcing solutions



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