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## Company Secretarial & Compliance

*Corporate firm  
par excellence*  
Chambers Global

LK Shields Solicitors is a leading corporate and commercial law firm based in Dublin, Ireland.

We are consistently and independently recognised as one of Ireland's leading law firms. Our clients and market commentators say that we are characterised by our pragmatism, knowledge and business acumen. In addition to being recognised as a market leader in Ireland, our people are recognised as among the country's pre-eminent lawyers.

Our success is based on building long-term relationships with our clients, learning about their business and providing them with the solution focused advice they need. Our clients include multinationals, enterprising Irish and international businesses, public bodies, financial institutions and entrepreneurs in all industry sectors.

***LK Shields Solicitors scores points for its superb explanation of procedural particularities and efficient performance***

Legal 500

***The firm is flexible, responsive, businesslike and highly commercial***

Chambers Global

Each year the directors, secretaries and officers of Irish companies are required to ensure that their companies comply with the ever increasing demands and obligations imposed by the Companies Acts. The Company Secretarial and Compliance Unit of LK Shields Solicitors is comprised of a team of experienced professionals dedicated to assisting those with corporate responsibility to discharge their statutory obligations. The members of the Unit are highly skilled in delivering a solution-focused approach with the necessary technical support and assistance to ensure compliance.

### **Clients and Services**

The firm's Company Secretarial and Compliance Unit offer a comprehensive suite of company secretarial services to include compliance services, company formation, corporate restructuring and corporate governance advice and support to a wide variety of both domestic and international client including:

- Tedcastles
- Banquo
- Nomura
- William Hill
- KCI Medical
- Chevron
- Scottish Widows Investment Partnership



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## Company Secretarial & Compliance Unit

*Lawyers understand the business angles and provide advice tailored to specific needs*

Legal 500

*LK Shields Solicitors assures personal attention and fields good team players*

Legal 500

*LK Shields Solicitors has the ability to very quickly get to the heart of the problem*

Legal 500

### Compliance Service

To ensure compliance with ever increasing corporate obligations, members of our Company Secretarial and Compliance Unit work closely with our clients to ensure their individual needs are met in a cost effective manner. Our compliance services includes the following:

- Maintaining and updating the statutory books of the company on a computer database enabling us to email the statutory registers to your desk if required
- Preparation of the documentation to approve the accounts and convene the annual general meeting including, board minutes, notice, consents to short notice, proxies and annual general meeting minutes
- Preparing the annual return in line with the company's annual return reference data and filing this in the Companies Registration Office
- Acting as electronic filing agents to facilitate the e-filing of certain Companies Registration Office forms
- Acting as Company Secretary through our Corporate Secretary
- Maintaining the company seal
- Attending to any miscellaneous changes in directors and filings in the Companies Registration Office

### Additional Services

We also offer the following additional services:

- Company formation
- Establishing a branch and advising on and attending to filings required under applicable regulations
- Name changes
- Changes to share capital including allotments, transfers, pre-emption issues and stamp duty matters
- Voluntary strike off
- Voluntary winding up
- Directors' disclosure requirements and retirement and removal provisions
- Putting in place a Bond where there is no European Economic Area resident director
- Advising on the criteria necessary to avail of an audit exemption
- Extraordinary General Meetings
- Providing company secretarial services to companies regulated by the Financial Regulator
- Establishing Limited Partnerships and advising on and attending to filing required under applied regulations
- Registration of Business Names
- Restoration of companies to Register of Companies
- Reductions of Capital
- Rectification of statues of Registers and Records in the Companies Registration Office
- Reregistration of limited companies as unlimited or vice versa
- Restructurings and Reorganisations
- Non-filing structures
- Provision of registered office facility
- Advising on applicable information for letterheads / website
- Advising on ODCE prosecutions / investigations

## Company Secretarial & Compliance Unit

*LK Shields Solicitors is committed and responsive with excellent commercial knowledge*

Legal 500

*LK Shields Solicitors is praised for having excellent strength in depth and a good network of recommendations for European and US work*

Legal 500

### Corporate and Compliance

We can help with corporate and compliance issues, by:

- Attending company meetings and preparing minutes
- Advising on the law and procedure of meetings
- Advising on corporate governance issues
- Providing company secretarial compliance healthchecks

As a solution based service provider we can identify ways of saving you time and money.

Issue	What We Do	Gain / Advantage
Holding an Annual General Meeting	Pass an elective resolution to dispense with the requirement to hold an Annual General Meeting. This is available to all single member companies.	Cuts down on unnecessary administration for the directors.
Circulation of Annual General Meeting documentation to shareholders	Amend the Articles of Association to allow for the notice for an Annual General Meeting to be issued electronically (this would apply to public listed companies only).	Costs are reduced and time savings are achieved.
Disclosure of financial information	We can create a structure where accounts do not have to be filed or file group accounts where possible.	Sensitive financial information is kept out of the public domain.
Storing registers electronically	By maintaining registers on a dedicated database we can e-file the Annual Return electronically resulting in a reduced filing fee and giving the company more time to file their accounts.	Cost savings achieved through reduced filing fees and additional time to file accounts.
Concerns about compliance and corporate record	We can complete a company secretarial healthcheck and provide advice and solutions on matters that require attention.	Avoids possible fines on strike off by CRO or prosecutions by ODCE.

## Company Secretarial & Compliance Unit - Our Team

*The team at LK Shields Solicitors is prompt and demonstrates an excellent depth of knowledge*

Legal 500

*Overall, clients appreciate the team's technical ability, strong partner involvement, speed of response and multidisciplinary expertise*

Chambers Global



**Alan Browning** joined the firm in January 2000 and is head of the Company Secretarial and Compliance Unit. Since joining the firm, Alan has developed a highly motivated, business focused unit servicing some 400 plus companies. Alan is a Fellow of the Institute of Chartered Secretaries and Administrators and has over 20 years experience working in both Dublin and London in various corporate secretarial and compliance roles. He has expertise in the areas of corporate restructuring, reorganisations, start-ups and the law of meetings. He also has wide ranging experience in company law, company secretarial practice, compliance and corporate governance. Alan provides support and advice in these practice areas to both public and private companies.

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**Dawn Byrne** joined the Company Secretarial and Compliance Unit in 2009 having previously worked for one of the 'Big Four' accountancy firms in their company secretarial department. Dawn advises on a wide range of company secretarial matters including company formations, business name registrations, company re-registrations, change of name applications, changes in share capital, reorganisations, winding up and restoration applications, annual compliance, directors and shareholder meetings. She is a member of the Institute of Chartered Secretaries and Administrators.

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