

Corporate Secretarial Services



How Compliant
are you?

Corporate Responsibility

The increased emphasis on corporate responsibility, the establishment of the Office of the Director of Corporate Enforcement (“ODCE”) and the strict enforcement policy operated by the Companies Registration Office (“CRO”) have highlighted the importance of good corporate governance in the day-to-day management of every company.

The costs of non-compliance for your company can be severe and include late filing penalties, prosecutions, fines, involuntary strike-off, restriction and disqualification of your company’s directors, loss of the audit exemption and unwanted publicity, which is likely to be seen by your suppliers, customers and lenders.

Mazars Corporate Secretarial Services provides a first-class service run by a fully trained team of professionals to ensure that your company remains in compliance with the myriad of rules and regulations which apply to Irish companies.

We tailor our services to suit your needs, from the sole trader considering setting up a company, to listed public companies, we can provide the most appropriate support in a cost effective way. We keep up-to-date with regulatory changes and best practice so that you and your company receive accurate, relevant, reliable and timely advice on all matters affecting you.

We offer a competitively priced, cost effective and efficient solution to reduce your administrative burden and allow you and your staff to focus on core business activities.

Compliance Checklist

How compliant is your company?	Yes	No	Note
Is your Company’s Annual Return Date (ARD) no more than 9 months from the accounts year end?	<input type="checkbox"/>	<input type="checkbox"/>	Your ARD can be extended by up to 6 months every 5 years
Were the last annual return and accounts filed within 28 days of the ARD?	<input type="checkbox"/>	<input type="checkbox"/>	Failure to file your annual return on time will result in late filing penalties and the loss of your audit exemption for 2 years
Was your company’s first Annual General Meeting (AGM) held within 18 months of incorporation?	<input type="checkbox"/>	<input type="checkbox"/>	Failure to hold AGMs can result in directors’ loan limit being 10% of called-up share capital i.e. as little as 10 cent!
Has an AGM been held in each calendar year?	<input type="checkbox"/>	<input type="checkbox"/>	Single-member companies can resolve to not hold AGMs
Have no more than 15 months elapsed between AGMs?	<input type="checkbox"/>	<input type="checkbox"/>	
Have the AGMs been held no later than 9 months from the financial year end?	<input type="checkbox"/>	<input type="checkbox"/>	
	Compliant	Not Compliant	

We can get things in order

Company & Branch Formations

Our team incorporates companies to suit your needs. We provide specialist advice on everything from the type of company you should form to the availability of company names. We can set-up your company within 5 days of lodging it with the CRO.

Filing of Annual Returns and Statutory Annual Accounts

We utilise specialist IT systems and strict internal controls in order to ensure that your company's filing deadlines are monitored and met in a timely and efficient manner. We provide specialist advice on your filing requirements and liaise with your auditors in relation to the filing of the annual accounts.

Board & General/Shareholder's Meetings

As a director of an Irish company, you have a legal duty to record the decisions of the board and decisions made by the shareholders of the company. We adopt best practice in the preparation of minutes and resolutions and in ensuring that all meetings and decisions comply with the applicable rules.

Board Constitution

Irish companies must have a minimum of two directors, at least one of whom must be resident in an EEA State. Alternatives to having an EEA resident director are obtaining an insurance bond, or obtaining a "continuous-link" certificate from the CRO. Assuming the position of director of an Irish company is a serious undertaking and directors are subject to onerous duties and responsibilities, which we can advise you on to enable you to discharge these duties and responsibilities so as to reduce your personal exposure to risk.

Review, Alteration & Maintenance of Statutory Books

Companies are legally required to maintain 7 statutory registers and we can maintain these on your behalf on our specialist company secretarial database. We also offer support and advice in the management of changes of officers and the company constitution, including the drafting of resolutions, convening meetings, providing advice and filing prescribed forms in the CRO.

Provision of Registered Office Address & Mail Forwarding Facility

We can provide you with a registered office address at our Dublin 2 address and offer a mail forwarding service to your address of choice.

Company Restorations

We can advise you on the restoration of your company to the register, the complexity and cost of which will depend on whether the company is dissolved for less than 12 months or more.

Voluntary Strike-offs

The costs associated with maintaining companies are considerable, including the preparation of annual accounts, filing annual returns, tax returns etc. It therefore often makes economic sense to think about arranging for voluntary strike-off of dormant or defunct companies.

Corporate Governance & Compliance

We can carry out a comprehensive due diligence review of your company's statutory books, the records at the CRO and the statutory financial statements and advise you on any action required to get your records up-to-date.

In-House Training

If you are thinking about taking the compliance function in-house we offer a bespoke in-house training service whereby our fully trained company secretaries come to your office and train you and your staff in the essentials of corporate compliance.

If you have any queries or require further information, please do not hesitate to contact:

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