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CORPORATE SECRETARIAL SERVICES

TRINITY IS A LEADING, INDEPENDENT PROVIDER OF OUTSOURCED MANAGEMENT AND ADMINISTRATIVE SERVICES TO SUPPORT INWARD INVESTMENT TO CENTRAL AND EASTERN EUROPE.

OUR CORPORATE SERVICES TEAM PROVIDES A COMPLEMENTARY COMPANY SECRETARIAT FUNCTION TO OVERSEE AND CONTROL STATUTORY COMPLIANCE OUTSIDE OF STANDARD ACCOUNTING AND FISCAL REPORTING.

CORPORATE SECRETARIAL SERVICES

TRINITY | TRUST, FACILITATION & CLOSURE



CORPORATE SECRETARIAL SERVICES

IN ADDITION TO CORPORATE SECRETARIAL SERVICES, TRINITY OFFERS A BROAD RANGE OF CORPORATE SERVICES FOR INWARD INVESTORS AND ESTABLISHED BUSINESS OPERATIONS.

These include:

- Accounting and Management Reporting
- Domiciliary and Fiduciary Shelf Companies
- Company Incorporation
- Liquidations
- Payroll and Human Resource
- Special Projects

01 | STATUTORY COMPLIANCE

Regulations and legislative frameworks for company administration in our region require diligent attention to process and detail.

Compliance with the local commercial codes, accounting acts and tax legislation is a minimum requirement. Omissions or errors can expose investors to the risk of financial penalties or corporate governance issues.

02 | FLEXIBLE SERVICE

Trinity's corporate secretarial service offers an outsourced solution to essential tasks that require local expertise and knowledge. Our service is flexible and can be delivered on an ongoing or project basis to cover:

- ▲ Preparation and filing of annual statutory reports.
- ▲ Maintenance of Share Registers.
- ▲ Amendments to the trade register or updates with other authorities.
- ▲ Preparation and filing of shareholder and management board resolutions.
- ▲ Update and filing basic changes to the articles of association.
- ▲ Appointment and dismissal of Board or Supervisory Board members.
- ▲ Organisation of AGM's and other company meetings under proxy.
- ▲ Assistance to governing bodies of companies in corporate governance issues.
- ▲ Management and corporate secretarial assistance during deal closure.

Our corporate secretarial team can also undertake projects to support clients and their retained advisors in limited scope reviews of trading entities and their operations.

For more detailed information please visit our website or contact us directly.
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