

Corporate Secretarial

Your success is our goal.

We take businesses further, faster with an integrated suite of customisable corporate solutions driven by innovation and technology.



Why outsource your corporate secretarial functions?

The pressure of adapting to the ever-evolving schedule of corporate legislative requirements can be overwhelming. Outsourcing your corporate secretarial functions relieves your in-house team of time-consuming corporate compliance activities. Engaging our corporate governance advisory professionals ensures you have the optimal practices, processes and policies in place to safeguard your business.



Streamline your operations

- Extensive range of corporate services under one roof
- Experienced, reliable, qualified and knowledgeable teams



Reduce administrative burden

- Free up resources to focus on strategic activities
- Decision-makers can focus on growth and profitability



Ensure local and cross-border compliance

- Specialist expertise and experience across multiple APAC jurisdictions
- Reduce your risk of non-compliance with specialist local and regional teams
- Proven track record in helping large multinational corporations PLCs, fast-growing SMEs, startups and small private firms to stay compliant



Build trust with strong corporate governance practices

- Customisable corporate governance solutions to suit your needs
- Competent corporate governance experts to guide every aspect of your corporate governance needs, to mitigate risks, ensure compliance and enhance your reputation



Our Corporate Secretarial Services

- New Company Registration and Incorporation Advisory for private limited companies, public company enterprises, limited liability partnerships, trust bodies and non-profit organisations
- Foreign Company Registration in APAC countries
- Provision of Company Officers, including:
 - Named Company Secretary or Joint Company Secretaries
 - Authorised Representative
 - Nominee Directors
 - Nominee Shareholders
 - Nominee Local Agents
- Escrow and Process Agency Services (in selected countries)
- Preparation, documentation and attendance for board, board committee and shareholder meetings
- Statutory and Regulatory Compliance Advisory and Reporting to relevant authorities and stock exchanges
- Minutes/Resolutions & Statutory Registers and Maintenance
- Advisory and Application for residency, employment and dependant passes
- Corporate and Corporate Governance Health Checks and Advisory
- Non-Routine and Ad Hoc Corporate Transactions and Actions, and other Regulatory Compliance requirements
- Corporate Restructuring, Striking Off and Company Liquidation Services

Our Corporate Governance Advisory Solutions

Under our guidance, your business can uphold robust governance that exceeds industry standards. We offer a comprehensive range of end-to-end corporate governance advisory services that ensures your policies and practices remain relevant and adhere to Listing Rules/Catalist Rules and the Code of Corporate Governance 2018. These include:

- Performing a gap analysis of your company's corporate governance framework.
- Carrying out the annual performance evaluation of your board, board committees and individual directors. Helping to assess the results of the evaluation exercises.
- Evaluating the independence of proposed independent directors.
- Restructuring the composition of the board and board committees.
- Drafting the board charter and the terms of reference for board committees.
- Drafting and reviewing policies, including those on insider trading, board diversity, interested person transactions, whistleblowing, investors relations, sustainability, and code of business conduct and ethics.
- Drafting and reviewing your company's Corporate Governance Report, and assisting with responses to queries from the Singapore Exchange Securities Trading Limited regarding the report, if any.
- Helping your company to improve its ranking on the Singapore Governance and Transparency Index.



Where we're located

Did you know?

We have over 7,300 clients across the globe, and 15 offices throughout the APAC region?

China

Hong Kong

Malaysia

Singapore

Australia

What else can we help you with?

BoardRoom is the leading corporate and advisory service provider in the region, with a proven track record of over 50 years. We specialise in providing accurate, prompt and reliable corporate solutions for every element of your business, including:



Share Registry



Regional Payroll



Global Accounting & Tax



Employee Share Plans



Get in touch with us today to take your business further, faster.

Scan to learn more about our services

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