

**MOORE STEPHENS**

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**Company Secretarial Services**



**challenging expectations**

## COMPANY SECRETARIAL SERVICES



Compliance with the Companies Act demands that more attention be given to statutory requirements. When starting or running a business, there are a myriad of statutory formalities to be observed which have to be reviewed regularly. Non-compliance can have costly consequences but not everyone has the full knowledge of all the changing legislation - or the time to keep up with it.

Moore Stephens Secretarial Services can ensure that you comply with all legislated requirements. The firm takes care of all the statutory details including directors, share and other registers, minute books, attendance registers, annual returns, documents of constitution, changes to

shareholdings and other membership interests.

Moore Stephens can assist you to register for VAT, PAYE, UIF, Workmen's Compensation, Skills Development Levies, Income Tax as well as other certificates and licenses, which are needed to carry on your business lawfully.

Moore Stephens is in the best position to advise you on the most appropriate vehicle through which to conduct your business, be it a company, close corporation, partnership, trust or sole proprietorship. There are advantages and disadvantages to each of these depending on individual needs and aspirations. An incorrect choice can have unforeseen and expensive consequences.

### WHAT DOES MOORE STEPHENS COMPANY SECRETARIAL SERVICES OFFER YOUR BUSINESS?

- Conversions of companies and corporations
- Maintenance of statutory records
- Amendments to and registration of statutory details
- Registered Office Facility
- Voluntary liquidations
- Statutory registrations
- Deregistration of companies, cc's & trusts
- Submission of annual returns for companies & cc's
- Formation of external companies
- Registration of trademarks
- Import and export licenses
- Formation, registration and amendment of
- Minute taking services companies, close corporations and trusts
- Corporate law advisory compliance services

Moore Stephens offers you personalised service and works closely with you to structure and best grow your business.

It makes perfect business sense.