

# Company Secretary



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## What is the role of the Company Secretary?

A Company Secretary is one of the most important roles within a company, supporting the Board to ensure compliance with corporations legislation. The Secretary plays a critical function in governing a company and monitoring how it operates. An Australian public company must have at least one Secretary who ordinarily resides in Australia. The role differs greatly from the role of the Registered Agent.

A Company Secretary:

- Ensures lodgement of notices with ASIC and maintains the Company Register.
- Ensures Board Resolutions and Minutes are executed and maintained.
- Ensure Board Meetings are properly called.
- Ensures the company's policies and procedures are properly followed by the Board.
- Ensures proper maintenance of Financial Reports.
- Advises the Board on governance matters.
- Assists with the induction of new Directors.
- Coordinates professional development for the Board.
- Provides administrative assistance for annual General Meetings.
- Conveys decisions and handles meeting correspondence.
- Acts as your ASIC Registered Agent including your Registered Office and address for service.

You can appoint a Principal Lawyer or Special Counsel of Coleman Greig Lawyers as a Company Secretary.

## How this benefits you

- Guidance by a senior lawyer from Coleman Greig's Commercial Advice team.
- An independent sounding-board on business decisions.
- Frees the Board from administrative tasks and focus on directing the company.
- Reduces risk and avoids uncertainty.
- Assistance meeting Corporations Law compliance requirements.
- Avoid adverse action by ASIC against the company.
- Avoid late payment fees.
- Maintain a marketable and due-diligence ready Company Register.
- Obtain clarity on company composition and structure.

**Cost: starting from \$10,000 plus GST per annum (charged quarterly)\* per entity**

*\* Amount is in AUD for professional fees only (excludes ASIC fees and any other disbursements and expenses). Work outside this scope (as and when required) and as a result of changes in instructions after work has commenced or additional work due to delays on behalf of the client will be charged at hourly rates.*

## Your experienced Commercial Lawyer



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