

# COMPANY SECRETARIAL SERVICES

Mulaudzi John Attorneys provides a full spectrum of Company Secretarial Services to public and state owned entities, private companies, non-profit organisations and foreign companies, including:

- Drafting of agenda, work plan and minutes of meetings
- Scheduling and conducting meetings in line with relevant legislation
- Advising Executive Management, Executive and Non-Executive Directors on their roles and fiduciary responsibilities in line with the Companies Act, Public Finance Management Act, Municipal Finance Management Act and King Code on Corporate Governance
- Drafting and editing of the Annual Reports
- Company name reservations
- Incorporation of new companies
- Drafting of memorandum of incorporation
- Registration of special resolutions
- Appointments of Directors, Prescribed Officers, Public Officers and Company Secretaries



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