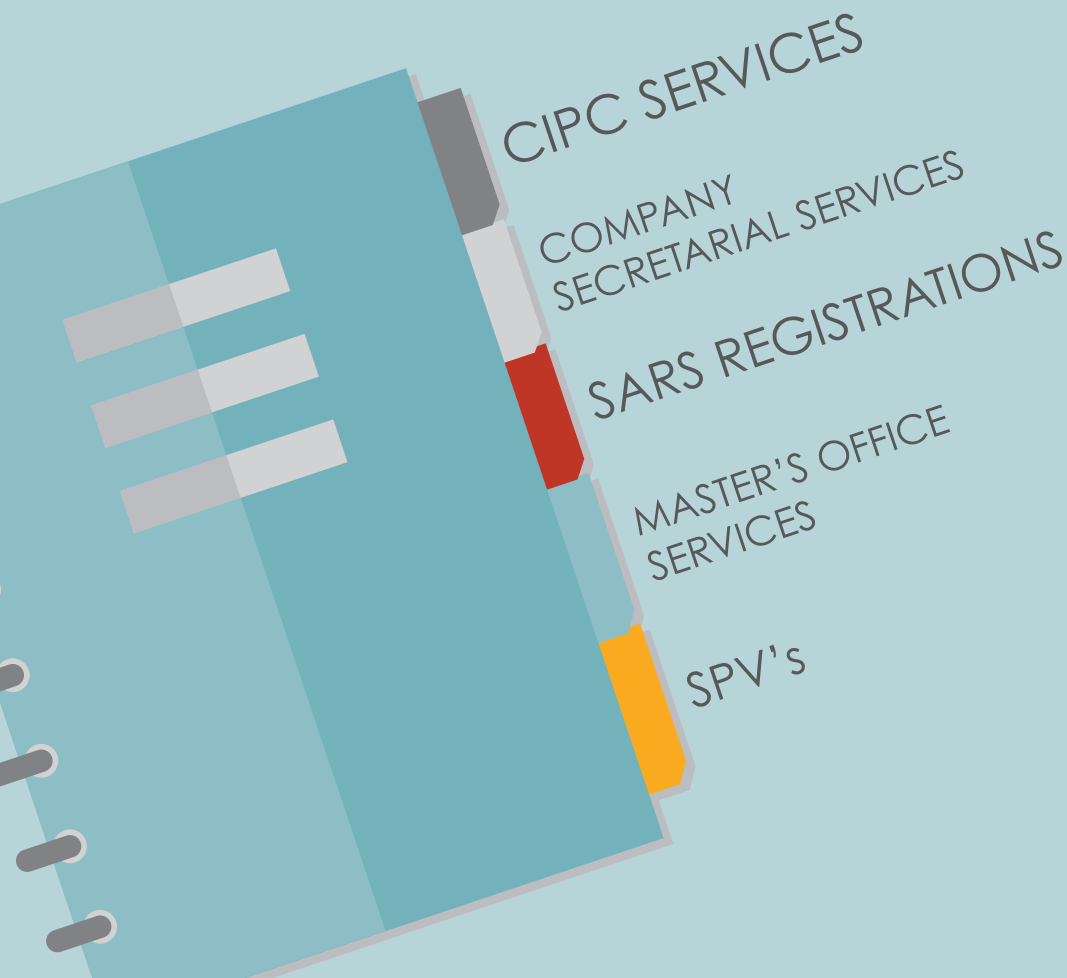


# ADAMS & ADAMS

## COMPANY SECRETARIAL SECTION

Adams & Adams has a dedicated **Companies Section** that carries out company secretarial and related work. Our specialists have experience in providing a full spectrum of company secretarial services.



# ADAMS & ADAMS

## COMPANY SECRETARIAL SECTION



### CIPC SERVICES

- Company name reservations
- Defensive company name registrations
- Shelf company registrations
- Registration of external companies
- Incorporation of new companies
- Registering company changes (e.g. name, director and address changes)
- Conversion of close corporations to companies
- Drafting and registration of MOIs
- Share conversions
- Filing annual returns
- Reinstatement of entities
- Deregistration of entities
- Obtaining copies of company documents.

### FULL FUNCTION COMPANY SECRETARIAL SERVICES

- Maintaining company registers
- Allotment and transfer of shares
- Maintaining and retaining statutory records
- Director training
- Statutory record audits
- Meeting packs and minute taking.

FOR MORE INFORMATION CONTACT

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### SERVICES RELATED TO STRUCTURED FINANCE

- Registration of SPVs
- Registration of trusts
- Trust administration services.

### SARS SERVICES

- SARS income tax registrations
- Appointment of public officers
- Registering tax representative appointments
- Tax exemption application
- Notification of company detail changes.

### MASTER'S OFFICE SERVICES

- Lodging of documents
- Searches
- Obtaining of copies.

### OTHER SERVICES

- Non-resident endorsement of share certificates
- Non-profit organisation (NPO) registrations
- Authentication, notarising and legalising of documents
- BBBEE certificates for newly registered entities.

