

Outsourced company secretary services from BEFL, the leading audit and consultancy company

The company secretary plays a vital role in the management and governance of every firm. Our outsourced company secretary service ensures that all the rights and interests of your firm's shareholders are observed, as well as compliance with important legislative requirements for joint-stock companies.

Company secretary service provides guidance and assistance in key areas such as:

- Monitoring corporate risks
- Ensuring that your company's constituent and in-house documents are revised in a timely, accurate way in response to legal and regulatory changes
- Arranging AGMs (annual general meetings) and EGMs (extraordinary general meetings) in accordance with all relevant legislation, including:
 - Ensuring all necessary information is disclosed in preparation for the meeting
 - Managing 'problematic' shareholders where there is a risk of disruption
 - Executing all necessary documents
 - Preparing and distributing minutes
- Maintaining company documents so as to minimize corporate risks
- Liaising and cooperating with an independent registrar
- Consulting on transactions in the shareholders' register
- Consulting on the creation and maintenance of a list of participants in LLCs (limited liability companies)
- Advising on the legal requirement to hold board meetings in joint-stock companies and LLCs
 - Assisting with preparing for, and holding, such meetings
 - Ensuring compliance with procedures for major transactions and transactions with interest
- Preparing minutes of board meetings, or meetings of your collective executive body
- Providing information requested by shareholders
- Maintaining a corporate archive as required by the Federal Financial Markets Service
- Liaising with the Federal Financial Markets Service, for example in order to co-ordinate company inspections or comply with information requests
- Preparing and submitting documents in a timely manner to the Federal Financial Markets Service, including quarterly issuer reports, lists of affiliates and reports on material facts
- Help with the disclosure of company information through news feeds and the internet, to comply with all relevant legislation

By choosing BEFL, you can outsource all these essential functions to a trusted, professional partner who will ensure that every administrative, formal and legal requirement is taken care of promptly and reliably. You will minimize legal risks and achieve a significant cost saving too.

Why choose BEFL?

Over 10 years' experience of business in Russia, cooperating with major joint-stock companies and holdings including foreign companies

Five years' company secretary experience, with over 70 clients using our service

Advanced information technologies that provide well-structured, transparent document systems – and deliver real cost advantages

Corporate archive accessible from any computer with internet access, with information secured to the same level offered by leading banks

Highly trained personnel mean we can handle peaks in workload efficiently and effectively, ensuring every corporate procedure is executed on time

Fully tailored, bespoke service, designed around your needs. We aim to provide the same level of individual care and attention you would get from your own in-house company secretary

Contact information

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