



TMF
GROUP

**Corporate secretarial
services**



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Global Corporate Governance Solutions

Responding to increasing stakeholder pressure for enhanced and demonstrable corporate governance procedures and compliance controls is a priority for global businesses. This increasing governance and compliance burden, combined with the need to control costs, is making the outsourcing of these tasks increasingly attractive.

TMF offers a unique global outsourcing solution for the coordination and performance of Corporate Governance activities. Our services are designed to provide our clients with the assurance that their international subsidiaries are compliant with local country corporate law statutory requirements.

The service can be extended to include the maintenance of an internet based legal entity compliance database which will store the compliance and statutory data for all group companies. This information can be accessed on a 24/7 basis by our clients wherever they are based in the world.



Your cross-border operations and investments – compliance assured

As the complexity and risks of managing your international operations and investments intensify, you need a partner able to navigate the details of local compliance requirements.

Global coverage – local delivery

With over 100 wholly-owned offices worldwide, TMF Group offers a comprehensive range of compliance and administrative services which are critical for clients from a financial, reputation and risk management perspective. Our services are delivered in each country by our expert staff, professionals who have the key local knowledge and speak the language.

TMF's international client base is highly diversified, including many Fortune 500 and FTSE quoted companies. Over the years we have formed specialist teams in supporting different niche sectors, including structured finance, fund administration, real estate investment, private equity, IP licensing and collection, private wealth, and pension and employee benefits solutions.

■ Our corporate secretarial services

A full range of legal compliance services designed to make sure that your international subsidiaries are compliant with local requirements and to relieve you of this administrative burden.

Services include:

- international incorporation services
- legal compliance services
- registrar and shareholder services
- process agent services
- escrow services

TMF also provides client companies with registered office and mail forwarding facilities and where appropriate, the provision of corporate shareholder, director and secretary services.

■ How TMF can help

The following features enable us to deliver an unparalleled range of global corporate governance services:

- a wholly-owned global network of more than 100 offices in over 75 jurisdictions
- a single regional or global point of contact to coordinate all your corporate secretarial service needs, giving you full control and visibility of the service delivery
- long-established global teams of corporate governance professionals, with extensive practical experience of managing the legal entity 'life cycle'
- fixed fees providing you with transparency and budgetary control over costs

■ Tailored to your needs

Our approach to client engagements is flexible and tailored to the needs of each individual client. We can provide you with:

- short or long term secondments
- fixed term compliance contracts
- project based assignments (for example to 'healthcheck' legal entity data and compliance around the world)



HOW CAN WE HELP YOU?

To discuss how we can help your organization, please get in touch with your local TMF representative via our website at www.tmf-group.com. Or send an e-mail to corporate.secretarial@tmf-group.com. Our international staff is ready to meet your request.

Simplified international management

We offer a single point-of-contact for all clients, wherever they are doing business. Your Account Manager will work with you to gain an in-depth understanding of your objectives and plans, and will ensure that these are fully communicated to our local professionals and acted upon in full. This ensures seamless day-to-day communication and management across multiple jurisdictions, keeping all your interests on track.

Independence of choice

TMF is independent. This means we are free to work with your existing auditors, advisors or banks without you having to worry about corporate governance or local regulator restrictions.

Operational excellence

We are committed to constantly improving our service so that you are assured of world-class standards in delivery and satisfaction. This includes industry standard quality measures and controls, ensuring you always receive the timely data and analysis needed to support your decision making and business planning.

