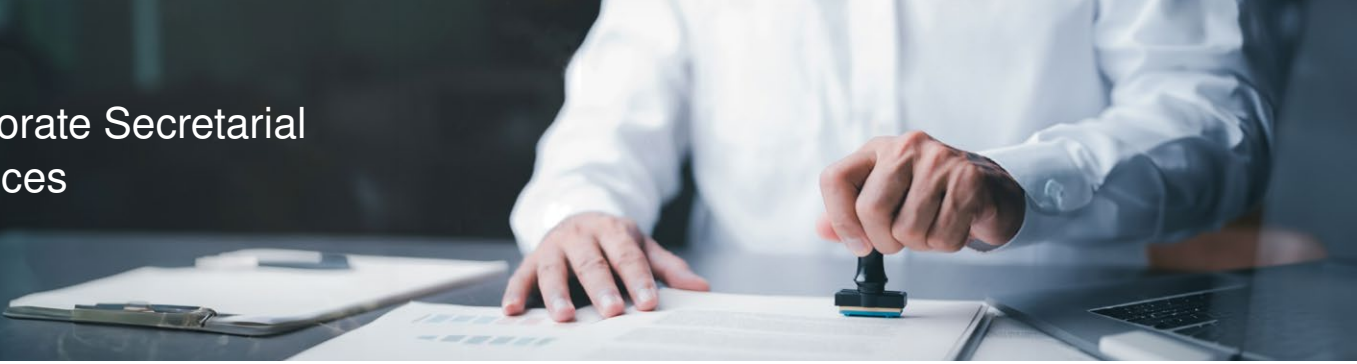


Corporate Secretarial Services

Simplified entity compliance in Asia



Corporate Secretarial Services



The Compliance Challenge

In today's evolving regulatory landscape, government, businesses, and financial institutions are increasing requirements for managing corporate compliance, risk management, and corporate integrity, placing a growing emphasis on companies' management of corporate governance and compliance. Companies with a solid compliance foundation know that management of corporate secretarial aspects can maximize company value and reduce risks in areas of non-compliance, internal conflict, financial penalties, and reputation damage.

In foreign markets, organizations can lack local expertise, frameworks, and processes and may struggle to keep pace with regulatory changes, and maintain optimally accurate and updated records, routine documentation. Corporate Secretarial services are vital to helping businesses in such conditions, to manage their corporate compliance and keep pace with unique and often changing regulatory requirements, in Asia's foreign jurisdictions.

Our Business Advisory Practice

As one of the leading firms for registering foreign-owned businesses in Asia, our Business Advisory practice helps companies navigate Asia's regulatory landscapes and business environments from entry throughout its business stages. We expertly guide clients relating to corporate establishment, structuring, and governance, as well as legal contracts, intellectual property, policy formation, due diligence, M&A, and negotiation and dispute resolution. Our services are offered as stand-alone engagements or as blended projects and can also be packaged with in-house HR, audit, accounting, tax and other legal services.

Our approach to Corporate Secretarial helps companies to establish proper governance and compliance through reliable, comprehensive, and adaptive solutions that position efficient management of responsibilities, enhance transparency, increase stakeholder confidence, and bolster support for a company's strategic objectives.

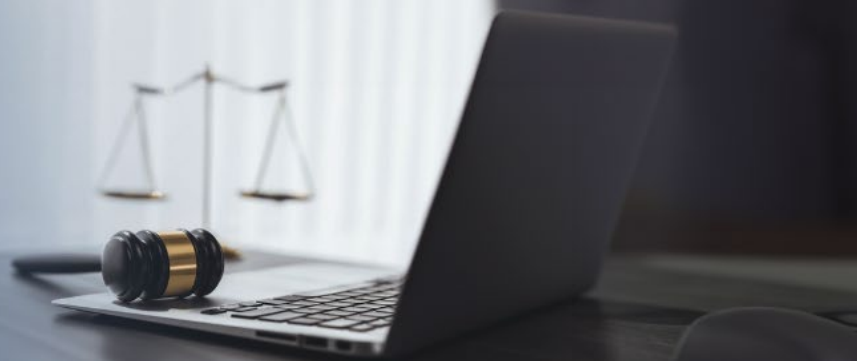
How Corporate Secretarial Services Help

Corporate secretarial packages are adaptable, cost-effective, and customized to meet each client's needs and cover key areas of their compliance:

- 1 Entities health check
- 2 Maintaining Records and Company Minute Books
- 3 Alerts for local regulatory and legal changes
- 4 Standard legal procedures for directorships, shareholders, entity names and registered addresses
- 5 Entity registration and compliance deadline tracking and updates
- 6 Preparation and updating of key routine legal documentation
- 7 Submissions of annual accounts and tax returns to local authorities
- 8 Management of communications with investors and employees
- 9 Optional corporate entity support for [due diligence](#), valuation, [M&A](#) structuring, business wind up, and liquidation of entities.



Corporate Secretarial Services



Corporate Secretarial Solutions tailored to any need

Our Corporate Secretarial service enhances a company's transparency, builds stakeholder confidence, and supports strategic business objectives. We structure services to be cost-effective, adaptive, and to meet each client's specific needs to assist them in ensuring the accuracy of record-keeping, on-time filings, and entity compliance according to local and international law.

Corporate establishment

Setting up a company in another country faces the challenges of different rules, steps, time frames, languages, and costs depending on the country, and even the city or region. We are one of Asia's leading specialists in cross-border company setup, structuring, and company formation services with experienced teams of local experts, to help you navigate more than 30 jurisdictions worldwide.

Entity health check

Performing reviews of structures and administrative processes is key to entity compliance. We deliver entity health checks that provide status into your compliance, regulatory changes, and legal documentation, with the options for a basic health check to align with recent regulations, or full reviews of legal registration, company information, stakeholders, filings, and more.

Registered Offices and Mail Handling

Some countries may require your business to meet certain substance compliance requirements to operate there, including having a registered office address, and local reporting, and infrastructure. We can assist with finding and setting up registered offices, including physical or postal address locations, and help set up your local compliance.

Secretarial and Document Retrieval

Well-maintained formal documentation becomes vital each time a company undergoes a major corporate event. Maintaining proper corporate filings, licenses, and records helps a company ensure its legal and regulatory compliance, keep its sensitive information secure and maintain preparedness for upcoming events. Our local experts make light work of the document identification, acquisition, verification, and collation steps that non-specialists find laborious and confusing.



What are the Benefits?



Clear Entity Management

Deep expertise in cross-border company set up and structuring, with leading networks and resources to help clients build their compliance roadmap, financial-grade sustainability data.



Simplify Reporting & Compliance

Comprehensive supporting tax, accounting, audit, IT and HR services provide a holistic entity management solutions that we customize to your business needs and requirements.



Enhanced Governance & Risk

Extensive advisory services, roadmaps for implementation, and on-going support as a complete corporate secretarial partner.



Client Success Stories

“ Ping has offices in China, Taiwan, Hong Kong, Vietnam and Thailand. We’ve been a client of Dezan Shira’s for 25 years, from setting up companies, to back-office services. Although many “big 8” firms think they specialize in Asia, Dezan Shira is the only firm that I know of with the breadth, depth, and expertise across the region. My compliments to the team for our 25 years of positive experience; I rely on, recommend, and trust you even more.

PING

Stephen M. Morris
COO, Asia Operations
and Supply Chain

“ Dezan Shira has played a crucial role in helping our China expansion from a RO to a full-fledged trading entity - through careful planning, in-person meetings, and qualitative strategic advice. The setup is particularly complex in China, but we were led through the legal and tax intricacies, regulations, and obligations towards local authorities smoothly. We were delighted to close the circle by inaugurating our China office with Dezan Shira’s help.

VSM
WE KNOW ABRASIVES

Andreas Kambach
Director Sales Asia Pacific,
VSM Abrasives

“ Dezan Shira assists Organica Water with our corporate secretarial services, financial and tax advice in Asia. Their availability and high-level professional services have led to a valuable long-term relationship, resulting in global cooperation.


ORGANICA

Henriett HORVÁTH-KOVÁCS
Director

Our Clients

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About Dezan Shira & Associates

Dezan Shira & Associates is a pan-Asia, multi-disciplinary professional services firm with 30 years on-the-ground experience, 35 offices, and 600 professionals providing legal, tax, and operational advisory services to international businesses and investors.

Operational across Asia, the Middle East, Europe and North America, we guide companies through diverse market entry, business enablement and regulatory environments, and assist with all aspects of establishing, maintaining, and growing businesses in these regions.



Are you making changes to your operations in Asia?
Get started by speaking to our professionals today

Accounting and Audit • Corporate Advisory • Business Intelligence • Corporate Governance • HR and Payroll
Intellectual Property • M&A and Due Diligence • Risk Management and Compliance • Tax • Technology

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