

## A seamless connection between company secretary and issuer duties

### Why is the company secretarial function vital to your business?

The **company secretarial function** is an essential part of your company's responsibilities, in conjunction with entity management, compliance, corporate governance and other corporate secretarial activities. Computershare, a global leader in corporate services, can provide any Hong Kong-listed issuer with a qualified and experienced individual to be nominated as its company secretary in accordance with the listing requirements in Hong Kong.

### Why choose Computershare as your company secretary?

As a market-leading share registrar, Computershare can provide your company with a seamless connection between secretarial services and other issuer responsibilities. Whether your goal is minimum compliance or best practice, we offer integrated corporate governance, corporate administration and company secretarial services to companies incorporated in Hong Kong and elsewhere.

### Key components of our company secretarial services

Named company secretary for listed and private companies

Preparation of interim and annual results announcements and reports

Management of board, committees and annual general meetings

Company formation in Hong Kong and other jurisdictions

Registered agent and registered office

Maintenance of statutory registers and records

Advice on compliance with rules and regulations for entities

Advice on corporate governance and best practice

C, O, M, P, U, T, E, R, S, H, A, R, E.

## Contacts

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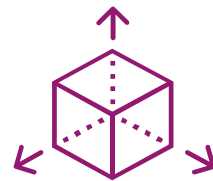
With over 25 years' experience in Governance Services, Michelle is a Fellow Member of both The Hong Kong Chartered Governance Institute ("HKCGI", formerly known as The Hong Kong Institute of Chartered Secretaries), FCG, HKFCG (PE) and The Chartered Governance Institute in the UK as well as a Member of The Hong Kong Institute of Directors. Michelle is also a holder of the Practitioner's Endorsement Certificate issued by HKCGI.

Michelle will be part of the global Computershare Governance Services leadership team focusing on IPO governance advisory and managed service offerings. This includes company secretarial services for companies listed in Hong Kong and global governance solutions, such as global entity compliance outsourcing, US registered agent services and SaaS solutions, for global companies listed in Hong Kong with headquarters in a different region.

Our expertise and experience, combined with the latest technology, gives us the edge in providing efficient and intelligent company secretarial solutions, supporting you through routine administration, corporate governance and corporate strategy solutions.

**Simpler** workflow and navigation of governance requirements

**One-stop issuer services provided in 21 countries**



By taking advantage of our global technology and registration platforms, Computershare can provide your company with paperless end-to-end services. Our team of experts deliver secretarial services and issuer requirements – all in one place.

**Better** governance solutions for managing entities and boards

**24/7 corporate governance software solutions**



**BoardWorks™** – a secure portal that enables board members to sign, approve, save and forward documents, both online and offline

**GEMS** – an online platform providing a single view of your entire corporate structure, reducing compliance risk and enabling more effective governance

**Board Works**



**GEMS**



**Safer** data protection for your issuer duties

**Secured and seamless data systems**



Client data can be synced seamlessly within Computershare's secured data systems, eliminating the risk of data leakage during transit between different service providers.

Computershare has implemented the Information Security Policy Framework ISO/IEC 27001:2013 in all our global locations.