



Dublin | Cayman | Cyprus

Independence – Flexibility - Commitment

Corporate Governance Services

Good corporate governance is good business

Recent events in the global economy have highlighted that we live in unprecedented times and the inevitable result is that the current turbulent financial climate will carve out a new regulatory landscape for the future. There is no doubt that compliance and the best possible corporate governance practices will be the focal point as new business models are established in response to recent events.

Given the many regulatory/policy changes that are in the pipeline, internationally, all Directors/Managers must ensure a sound and robust compliance framework is in place to meet the respective regulators' expectations. The ultimate responsibility for ensuring that a fund/company is compliant lies primarily with the Directors, and to assist the Directors in this regard, **Trinity** provides comprehensive, proactive corporate secretarial services to many of the funds/corporate entities to which it also acts as administrator and/or registrar and transfer agent.

Going the extra mile

For many corporate service providers, the role of Secretary is a passive one. We, on the other hand, believe that the role of the Corporate Secretary is to provide hands on support to the Board of Directors and to assist them in meeting their responsibilities under the requirements of respective international companies laws, other applicable legislation and the relevant memorandum and articles of association. Given that the industry and international regulatory environment is evolving at a rapid pace, many of our clients find the services of **Trinity** invaluable in this regard.

Accordingly, we take a hands-on approach in relation to our services, which cover a wide range of areas such as the liaison between the Manager/Directors, legal counsel and the various other counterparties to the fund/corporate entity; reviewing draft agreements; facilitating the task of account opening with custodians, brokers and banks (thereby relieving the Manager of the arduous task of completing account opening documents), liaising with the relevant financial institutions and matters such as the collation of due diligence documents; attending and minuting board meetings, etc.

Our Services

- Maintenance of statutory books and other registers in accordance with local Company Law requirements;
- Liaison with the appropriate local authorities and service providers to assist with compliance in all aspects, to maintain the good standing of the Fund/company;
- Convening General Meetings and Board Meetings; to include the preparation and issue of Notices, Agendas, and Proxies, where appropriate;
- Attendance at Meetings and preparation of the minutes thereon;
- Preparation and circulation of Written Resolutions of the Directors and Shareholders;
- Co-ordination of the documentation process for launches and reorganisations;
- Witnessing the affixing of the company seal;
- Completion of bank mandates and account documents, and adoption of the necessary Corporate Resolutions to facilitate the establishment of bank accounts, brokerage accounts and other contractual arrangements; and
- Liaison with the Auditors to assist with corporate aspects of the annual audit.

As market conditions continue to present both challenges and opportunities for our clients, we believe that the engagement of an experienced and professional corporate service provider is essential in light of the current environment.

For more information or to inquire about our services please contact us at trinity@trinityfundadmin.ie or on +353 1 279 9660