



Implement Compliance
Solutions & Resources

Company Secretarial Services

ICSR is an advisory firm serving primarily the insurance sector and specialises in compliance, risk and corporate governance including company secretarial. We assist firms in developing, implementing, operating, reviewing and changing their governance, control and operating frameworks and environments in order to maintain good governance.

We have considerable experience in providing company secretarial support and advice as well as governance and control advice, support and reviews. All of that experience comes from working within the market which means that we offer pragmatic solutions based on experience.

We offer our services flexibly through advisory, resourcing, co-sourcing and outsourcing models and have a Talent Pool of experienced individuals available to support our clients' needs.

Our company secretarial services are tailored to our clients' needs. The breadth of the services we provide are outlined overleaf.

Please contact one of us if you would like to discuss your requirements in complete confidence.



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ADVISORY | RESOURCING | TRAINING



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Advice

- Regulatory expectations
- Good corporate governance practice on planning, interaction between committees and Boards
- Annual reporting requirements
- Terms of reference
- Management of conflicts of interest
- Succession planning
- Board effectiveness practice
- Board induction process

Outsourced and Co-sourced Services

- Maintenance of registers and Companies House filings
- Annual planning
- Preparation for board and committee meetings including scheduling, preparation and circulation of packs
- Meeting minute and resolution taking and finalisation
- Follow up on meetings including Action Item follow-up
- Annual report preparation
- Maintenance of conflicts of interest register
- Maintenance of SMCR documentation including responsibilities maps
- Board induction management
- Temporary resources during busy periods or periods such as maternity leave

Reviews

- Annual board effectiveness reviews
- Governance and control reviews
- Annual reviews of governance manuals, terms of reference and schedules of matters reserved for board decision

