

COMPANY SECRETARIAL SERVICES

1. Company Secretarial services

CGF has added to its unique client offering; the knowledge, expertise and skill to professionally assist our client's through our extended Company Secretarial services. These Company Secretarial services compliment CGF's services to provide our clients a holistic approach to governance, risk and compliance.

2. When may the need arise to use external Company Secretarial services?

As may be the case from time to time, organisations may find themselves in situations when they require outside assistance to assist them in the following circumstances, which include:

- drafting of agendas, attendance at meetings and drafting minutes;
- ensuring high quality meeting packs, within a standardized formatting;
- ensuring that meetings are run to meet all legal requirements;
- supporting and advising the Board / Committee Chairperson;
- assisting with an AGM and general meeting notices;
- supporting the Chairperson's preparation (e.g. Chairperson's notes and agenda etc.) attendance at meeting, liaison with scrutineers and transfer secretaries;
- shareholder liaison;
- coaching or mentoring of company secretarial staff;
- assisting the company secretariat with key policies and constitutional documents (e.g. Memorandum of Incorporation), in their design, mapping, bench-marking, preparation and delivery; and
- assisting the organisation to map their regulatory universe to meet certain standards of compliance, as well as other secretarial legal requirements.

Such assistance may typically arise when the Company Secretary of the organisation needs to take a leave of absence and there is no back-up or support, such as for example; sudden departure, illness, extended business trips, long-leave and vacations, maternity and paternity leave, death and the like.

Indeed, outside assistance may also be required when an organisation has no company secretariat capability, or the position is new and the appointee lacks the skills and experience to fully meet the expectation and requirements sought by the organisation of the person serving this position.

CGF is able to provide a full range of company secretarial services for your organisation on a temporary or semi-permanent basis.

3. Competitive edge

Clients are able to gain a competitive edge through the use of our Company Secretarial services and these include:

CGF Corporate Patrons :
iS Partners (Bronze)
Rifle-Shot Performance Holdings (Bronze)



Strategic Partner :
Proudly South African



Member of :
SA Quality Institute



CGF Honorary Patrons :
Devi Sankaree Govender |
Michael Judin |
Bernard Peter Agulhas |
Tina Eboka |
Dr Mathews Phosa (2009-2011) |
Professor Shirley Zinn (2009-2011) |

- all the benefits of an experienced and fully qualified “in-house counsel” that is independent and therefore objective in giving advice or opinions to CGF clients;
- CGF clients not having to bear the costs associated with the full time employment of a Company Secretarial specialist;
- tailoring the Company Secretarial services to suit our client’s unique requirements;
- CGF being involved in practical implementation and therefore knowing what works, at a practical level, rather than simply applying a theoretical approach;
- CGF providing its clients “hands-on” assistance with implementation; and
- delivering CGF clients a personalised service through experienced professionals.

5. Why CGF?

Since our inception in 2003 we have developed an exceptional track record with Boards and CEOs and are a trusted partner to many South African organisations. We are a business of high integrity and widely recognised.

Our Company Secretarial services team consists of highly experienced individuals. They have to be able to adapt rapidly to new cultures and operational processes and they have to be results driven with a dedication to leading change and making a difference.

6. Further information & contact details

Please contact CGF for further information on +27 (11) 476 8264/ 1/ 0 or email accounts@cgf.co.za or email tbooysen@cgf.co.za or corpadmin@mweb.co.za

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