

BoardRoom

Company Secretarial Services for ASX-Listed Companies

SUPPORTING COMPLIANCE, GOVERNANCE & STRATEGIC GROWTH

Why Company Secretarial Services Matter

Your Governance Backbone

In today's complex regulatory environment, ASX-listed companies face heightened obligations under the Corporations Act 2001 and ASX Listing Rules. The modern Company Secretary is the organisation's governance specialist, central to transparency, stakeholder confidence, and resilient corporate processes.

Company Secretaries play a critical role in:

Ensuring compliance with continuous and periodic disclosure requirements.

Advising boards on governance principles, legal responsibilities, and strategic decision-making.

Facilitating seamless communication between boards, management, regulators, shareholders and advisers.

Why Listed Companies Outsource Their CoSec Function

Outsourcing delivers:

- ✔ ASX & ASIC compliance expertise
- ✔ Robust board & committee meeting management
- ✔ Policy and governance framework development
- ✔ Year-round reliability during peak reporting periods
- ✔ Lower cost vs In-house roles

The Evolving Role of the Company Secretary

Today's CoSec:

- ✔ Oversees statutory registers, securities issuance, shareholder communications and regulatory lodgements.
- ✔ Ensures directors understand their legal duties.
- ✔ Monitors governance
- ✔ Drives governance culture across the organisation.

Our Service Suite for Listed Companies

Comprehensive Corporate Secretarial Services

ASX & ASIC Compliance Management

- Lodgement of periodic and continuous disclosure announcements.
- Guidance on ASX Listing Rules and Corporations Act obligations.
- Management of director notices, officer changes and shareholder register updates.

Board & Committee Meeting Support

- Agenda preparation, board pack distribution and meeting logistics.
- Professional attendance, minute-taking and resolutions.
- Governance insights for effective decision-making.

Governance Frameworks & Advisory

- Drafting charters, policies, governance statements and compliance frameworks.
- Board evaluations, director rotation and tenure support.
- Advice on governance trends, ESG expectations and investor expectations.

Shareholder & Registry Liaison

- Management of AGMs, proxies, poll counts and shareholder communications in conjunction with the Company's Share Registry
- Coordination with the Company's Share Registry for corporate actions, distributions and investor queries.

Capital Markets & Transactional Support

- Support for capital raisings, share plans, buy-backs and reorganisations.
- Preparation of resolutions, meeting notices and disclosure packs.
- Integration with IPO support and investor communications.

Why Choose an Integrated CoSec Partner

We believe we can provide advanced solutions that help businesses and individuals succeed in today's ever-changing world. Our solutions are designed to make life easier, more efficient, and more productive.

For more information, please contact:



George Lygoyris
Chief Commercial Officer
+61 2 9290 9667
sales@boardroomlimited.com.au



Kim Larkin
Head of Corporate Secretarial Services
+61 7 3010 9393
sales@boardroomlimited.com.au