



Philip Lee provide **exceptional** service . . . Central to this are their **superb** relationship management skills and understanding of their client's needs and business.

LEGAL 500, 2020

We have a leading corporate practice, advising clients ranging from high potential early stage ventures to market leading global multinationals.


We offer an annual company secretarial package to take care of all your ongoing filing and compliance matters, including but not limited to:

- Named company secretary, if required;
- Taking care of administrative company secretarial matters - changes in directors and/or registered office; straight forward share allotments (provided they are not part of a larger transaction); and general company secretarial advices;
- Keeping you up to date on Irish Company Law changes;
- Resignation letters drafted for outgoing directors/secretaries if and when needed;
- CRO forms drafted and filings made in relation to the above (doesn't include CRO filing fee);
- Registered Office and mail forwarding, if required;
- Statutory AGM pack;
- Register of Beneficial Ownership filing;
- Maintenance of main Company Registers;
- Housing of the Company seal; and
- B1 annual return filing (the Company's accounts must be done by your accountant).



ANDREAS MCCONNELL
PARTNER


 amcconnell@philiplee.ie

 @philipleelaw



PATRICK BUTLER
COMPANY SECRETARY

 pbutler@philiplee.ie

 @philipleelaw