



COMPANY PROFILE

Our profile provides a short description of our business and a list of our service offerings.

It is aimed at companies and trusts which require company secretarial or statutory administrative services on a daily, monthly or once-off basis.

Morestat Corporate Services (Proprietary) Limited, 2000/015549/07
Directors: Janet Salmon, Michelle Morgan

24A 18th Street (Corner of 18th Street & Hazelwood Road)
Menlo Park 0102
Tel: (012) 346 7787, 346 7739
Fax: (012) 346 7733
e-mail: janet@morestat.co.za



6 Cosmos Street
Primrose
Tel: (011) 825 7800/ 873 7554
Fax: (011) 872 1724
e-mail: michelle@morestat.co.za

www.morestat.co.za
P O Box35686, Menlo Park 0102



WHY YOU NEED US....

In more cases than not, it falls upon the Financial Director of a company to take ownership of the statutory company requirements of a company. Ownership of the task is one thing, but having the statutory issues properly taken care of is another. Few FDs are secretaries; fewer still have the time to properly collate board and committee packs, prepare minutes, complete forms for submission to the Companies Commission/CIPC and ensure that there is proper follow-through on these types of matter. Most companies do not have a sufficient volume of company secretarial work to warrant a properly trained full-time member of staff, and so these vital aspects of corporate life are often delegated to a staff member with other core duties. Clearly, this is not an ideal state of affairs.

MoreStat Corporate Services makes these issues its core business.

Whether you require ongoing support, or simply a statutory audit to establish what requires to be done, Morestat Corporate Services is there to assist.

For the past ten years we have offered outsourced company secretarial services to hundreds of private and public companies and to many high-profile firms of attorneys and accountants. We ascribe our success to consistent hands-on management involvement, and a philosophy of service excellence and to the proven fact that *we allow executives to concentrate on their business, whilst we take care of the paper.*

WHAT WE CAN DO FOR YOU

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- M Conduct a statutory audit to establish:**
 - M** whether there has been the necessary level of disclosure in accordance with King III
 - M** Whether the directors have been properly appointed
 - M** Whether CIPC'S records agree with yours
 - M** Whether your company register is properly completed
 - M** Whether your share register is up to date and that the share certificates in issue are correct
 - M** Whether the minute book is up to date (*remember, the minute book is corporate memory.. a properly maintained minute book prevents a "you said/I said" situation ever arising.*)
- M Report to you on our findings, and take the necessary action to bring everything up to date, including all CIPC submissions, outstanding resolutions, share transfer issues, issue outstanding share certificates, ensure that the critical annual disclosures by Directors are up to date**
- M Draw and register all documentation required by CIPC**
- M Set your corporate calendar for the year ahead and set up meeting times and venues well in advance**

There's more, turn the page...

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- M Prepare board or committee packs and circulate them well before the meeting**
(why HAVE a meeting if you're not prepared?)
- M Attend and minute meetings, and issue reminders regarding actions arising where necessary**
- M Assist with drawing of annual reports, holding of annual general meetings**
- M Draw all ordinary and special resolutions and register what is required, including amendments to share capital, declarations of dividends, conversions of shares, sub-divisions or increases in share capital, repurchases**
- M Guide you through the new Companies Act**
- M Ensure that FICA documentation is always up to date and ready for use** *(and that your employees don't give original documentation away... it happens all too often)*
- M Review agreements to ensure that there has been corporate statutory compliance**
- M During the course of the financial year, assemble audit packs to facilitate the statutory audit**
- M Do what is applicable from the above for trusts and close corporations**

We can attend to any or all of the above matters, and will tailor our services to suit your individual requirements.

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WHO'S BEHIND MORESTAT?

Michelle Morgan and Janet Salmon.

Michelle Morgan heads our Primrose office, and prior to Morestat (more than 13 years ago), ran the in-house companies section of a well-known Johannesburg law firm for over 10 yrs. Janet Salmon heads our Pretoria office, and again, in her pre-Morestat life had been involved in corporate/statutory company matters for 12 years, and also lectured on these issues. They are assisted by a full-time staff complement of 6, and have two additional outsourced minute takers to ensure that clients always have cover for their meetings.

Our Pretoria office visits CIPC daily, and is geared to cover the Department of Home Affairs, the Government Printer and the Master's Office, Pretoria when required. Similarly, our Primrose office has regular contact with the Master's Office, Johannesburg.

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***PLEASE CONTACT US to discuss how you can concentrate on
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good hands.***

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