

Corporate Housekeeping Services

Your guide to Corporate compliance



Company directors are under the constant pressure of changing legislative requirements governing the administration of their companies. Keeping up-to-date and compliant entails administrative burdens and time-consuming routine obligations.

Laga's Corporate Housekeeping team can guide you through the changes, easing your administrative burden and allowing you to get on with running your business.

Expertise at hand

Our expertise is available as an ongoing service to monitor recurring business (annual general meeting or filing of accounts) or for one-off services arising from changes in legal structure or legal requirements that need immediate action.

Routine Corporate Compliance

The team provides the following services in recurring corporate compliance matters:

- the convening, holding and drafting of all minutes of the boards of directors and general meetings of shareholders;
- the filing of annual accounts and the necessary filings required in the event of a change of director/statutory auditor;
- the keeping and maintenance of statutory registers and minute books.

Our aim is to reduce the administrative burden on clients and cut the risks associated with failing to comply with statutory obligations in an accurate, fast and flexible manner.

Company incorporation

- Advising on the appropriate vehicle and assistance with incorporation formalities.
- Checking availability of company names.
- Advising on and dealing with the registration of foreign companies, opening of branches.
- Assistance in obtaining specific permits/licences required for specific regulated activities.

“At Laga we are committed to helping our clients in the best possible manner, using innovative techniques to ease the administrative burden across functional and geographical boundaries.”

Legalisations

Corporate documents for use abroad

We provide a complete range of services, related to the retrieval and preparation of corporate documents for foreign countries, and the necessary legalisation arrangements both at the Foreign office (Apostille) and at consular level so that documentation may be accepted in the required foreign country.

- Opening branch offices
- Opening representative offices
- Opening bank accounts
- Statutory declarations
- Certificate of incorporation
- Certificate of existence/ "good standing"
- Powers of attorney
- Advising on the appropriate vehicle and assistance with incorporation formalities.

Specialist advice and assistance

- The drafting of any documentation with respect to transfers of shares.
- Group and company restructuring.
- Constitutional amendments and redrafting, changes of company name.
- Changes to share capital.
- Buybacks of shares, capital reductions/increases.
- Statutory "health checks".

Unique service for multinationals

All multi-national companies need to be sure that they have up to date, accurate and complete information with regard to the shareholders, directors and date of the annual general meeting of all their subsidiaries. This can be expensive and time-consuming.

Laga's Corporate Housekeeping Team provides an effective solution to clients by gathering all corporate information of all subsidiaries of the group and co-ordinating legal changes to this information as well as executing the routine corporate compliance tasks across the continent.

This means a lower cost, less time lost, one point of contact - and peace of mind.



Contacts

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A top legal practice in Belgium, Laga is a full service business law firm, highly recommended by the most authoritative legal guides. Laga comprises approximately 100 qualified lawyers, based in Brussels, Antwerp and Kortrijk. Laga offers expert advice in the fields of banking & finance, commercial, corporate/M&A, employment, IT/IP, public/administrative, insolvency and reorganisations, real estate, tax law and litigation. Where appropriate to ensure a seamless and comprehensive high-quality service, Laga lawyers work closely with financial, assurance and advisory, tax and consulting specialists, and with select EU and US law firms.

Laga provides thorough and practical solutions tailored to the needs of clients ranging from multinational companies, national large and medium-sized enterprises, and financial institutions, to government bodies.