

mertons

 a specialist corporate governance consultancy.

Mertons works directly with Senior Management, CEOs and Boards on best practice company secretarial and corporate administration issues to satisfy key stakeholder compliance and governance requirements.

an expert when you need it

Our clients are focused on delivering core business objectives and commercial value for their companies. They look to Mertons to provide governance and compliance expertise whilst controlling costs and negating the risk associated with potential non-compliance.

how can we help

Corporate Governance

- establish and implement corporate governance frameworks
- develop charters, policies and procedures
- audit existing governance practices

Company Secretarial

- prepare board papers
- record and distribute minutes
- attend all company meetings

Corporate Administration

- maintain company registers, statutory lodgements and filings
- maintain company structures and manage subsidiary registers
- arrange and maintain company insurances

Reporting

- assist with preparation and lodgement of full/half year statutory reports
- manage shareholder annual reporting and communication production

Regulatory Compliance

- establish a compliance system to ensure a framework and culture consistent with ASX corporate governance recommendations

Risk Management

- establish a risk management control program including identifying, analysing, managing and reporting on risk

Shareholder Meetings

- manage annual shareholder and general meetings
- prepare statutory notices and explanatory memorandums
- event management of general meetings and shareholder information briefings

ask a professional

Mertons Director, Mark Licciardo is a former company secretary of ASX listed companies Transurban Group and Australian Foundation Investment Company. His expertise includes working with Boards of Directors in the areas of corporate governance, corporate administration and company secretarial practices. Mark has been an industry guest speaker and trainer at The Institute of Chartered Secretaries in Australia (CSA) events since 2004 and is considered a leader in the Corporate Governance sector. Mark is also a current CSA Professional Development Committee and Victorian State Council member.



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