



PRISM
COSEC

What can we do for AIM Companies?

An AIM-listed company may not be subject to the complexities of compliance with the FSA listing rules but it is still subject to a variety of regulations and listing requirements. These include the AIM Rules for Companies, some Disclosure and Transparency Rules and the Companies Acts. Prism Cosec can help with the practical application of these regulations and save on the cost of employing a full time Company Secretary.

There are also various levels of best practice corporate governance to consider. Again Prism Cosec can help with the practical application of these corporate governance requirements by providing a tailor made service to suit the size of the Company and its attitude to best practice.

The Prism Cosec team has worked with companies ranging from AIM-listed to FTSE100 clients advising and assisting in establishing their company secretarial functions. The areas in which we provide expertise are:

- Listing requirements compliance – practical assistance with the requirements of the AIM Rules for companies including ensuring compliance with Rule 26 and other continuing obligations. Practical solutions for staff share dealing monitoring and approaches to corporate governance depending on whether the Board wishes to aspire to
- comply with the Combined Code, the NAPF Corporate Governance Policy, the QCA guidelines or just the AIM Rules for Companies.
- Board meeting and Committee Programmes – setting up of a programme detailing the agenda items that will have to be covered at various points in the company's financial calendar, attending and taking the minutes of the meetings and providing a Secretary's Report to highlight regulatory matters of which the Board should be aware.
- Production of Annual Reports – assistance with the Annual Reports production and printing process, liaison with the Registrars on the dividend timetable, drafting of the Directors' Report and if the company wishes to provide further reports voluntarily, assistance drafting the Remuneration Report and Corporate Governance Report.
- Annual General Meeting – depending on the size of the meeting, this can include project management of the meeting set up process, drafting of the Chairman's Script, assistance with the drafting of the Notice of meeting, liaison with the Company's registrars on proxy voting and attendance at the meeting to include the minute taking and Companies House filings.
- Share Schemes Management – this can include Enterprise Management Incentives (EMI) scheme management and other share option scheme management, including record keeping and tax returns.
- Statutory and Regulatory Compliance monitoring – checking all registers and statutory filings are in place ready for the annual audit and the filing of the statutory returns.

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or visit us at www.prismcosec.com

