PRISM
COSEC

What we can do for Main Market listed Companies

Whilst companies listed on the Main Market of the London Stock Exchange usually have an in-house company secretarial team, they do from time to time need additional support on a regular or project basis. Every member of the Prism Cosec team has strong experience working for Main Market quoted companies in a variety of sectors. This, combined with our knowledge of regulatory and corporate governance issues, positions us to provide a service which is geared to companies on London's Main Market. In particular, we can offer the following:

- Regulatory and Legal Compliance - the development of governance systems to deliver the continuing obligations contained in the UK Listing Authority's Listing Rules, Disclosure and Transparency Rules, Combined Code on Corporate Governance and compliance with the Companies Act 2006. The solutions we can provide include the development of inside information disclosure procedures, share dealing codes and insider lists, related party procedures and ongoing compliance with the Combined Code. We also keep our clients abreast of changes to legislation and governance requirements.

- The Board Process - support in preparing for board and board committee meetings, attending meetings and producing minutes either on a one-off or regular basis. With increasing importance now attached to directors statutory duties, we can help develop and implement a suite of board processes and procedures that Main Market companies should be considering to keep in step with current legal and best practice developments.

- Mentoring - occasionally quoted companies require mentoring for a newly appointed Company Secretary or senior company secretarial executive. Through regular communication we can provide mentoring support over a specified period to help the appointee find their feet in their new role.

- Annual Report and Account Production - the full range of project management skills that are required to produce an annual report that meets narrative reporting best practice standards and the new business review requirements. These include co-ordination of the various inputs, liaising with auditors and advisers, advice on annual report structure, management of designers and printers, drafting of business reviews and compliance reports (including the Directors', Remuneration and Corporate Governance Reports).

- AGM Project Management - a full project management service to cover the annual general meeting process before, during and after the meeting. Services provided can include: venue selection, notice and proxy drafting, project management, preparation of scripts and board briefing packs and liaison with the registrars and collection/analysis of the proxy figures.

- Corporate Social Responsibility Reporting - with the increasing emphasis on social, ethical and community matters in corporate reporting and the need to link such reporting to the discharge of directors duties, we are increasingly assisting clients in developing a Board-led approach to such compliance.

- Board and Committee Evaluation - we can assist in development and carrying out Board and Committee performance evaluation exercises.

- Group records and corporate restructurings - from the incorporation of new companies and maintenance of statutory books, liquidations and strike-offs to complex company re-organisations we can assist in efficiently managing and maintaining your group structure and records.

Call us on: +44 (0)20 3008 6445
or visit us at www.prismcosec.com