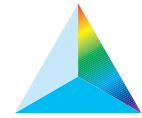


Prism Cosec – A brief look



PRISM
COSEC

Who we are

Prism Cosec is a company secretarial and corporate governance practice. We are a team of highly skilled company secretarial professionals with a good range of experience in a variety of market sectors. We have a strong reputation for competence. We believe high ethical standards are important and add value to a business. As an independent practice we are particularly keen to promote our unique ethos for pro-activity within the company secretarial field.

Who we work with

Prism Cosec specialise in company secretarial support for:

- Main Market IPOs
- Companies from emerging markets
- International Companies with a UK Listing
- Companies with quoted securities, both Main Market and AIM
- Private companies who have complex group structures

Our client contacts are Board Chairmen, Chief Executives, Finance Directors, Chief Legal Officers and Company Secretaries.

What we do

Board and Committee Meetings

- Board meetings and minutes
- Board Committee support for Audit, Nominations, Remuneration and other committees
- Board processes and procedures
- Board evaluation
- Corporate governance consultancy

Regulatory Compliance

- London Stock Exchange and Financial Services Authority Rules
- Combined Code compliance
- Share dealing code and insider lists
- Disclosure procedures
- Related party procedures
- UK Companies Act compliance

Shareholder Reporting – Project Management

- Overall management of annual report
- Corporate governance reports
- Corporate social responsibility reporting
- AGM circular and meeting management
- Proxy forms and dividend stationery

Company Services

- Company statutory books
- Corporate reorganisations and simplifications
- Share scheme administration
- Joint venture secretaryship
- Pension scheme secretaryship

Why choose Prism Cosec? Experience

Prism Cosec is a team of experienced, qualified company secretaries who know how to get things done professionally and pragmatically.

Team Players

Many of our clients see us as part of their team rather than advisers.

Value for Money

All our services are specifically tailored to meet the technical requirements and budget of each client. Our aim is to ensure that companies receive value for money.

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