

COMPANY

SECRETARIAL SERVICES

Keycon Consulting has a dedicated department that undertakes company secretarial and related work. The members of the Firms department are specialised and experienced in providing full spectrum company secretarial services.

A Partner in our corporate and commercial department oversees the firms Section. The department is led by a manager, who is supported by a dedicated and specialised team.

We have put systems and procedures in place in order to ensure that the firms department operates efficiently and effectively. Our specialists take pride in providing services of a high standard and are focused on quick turnaround times. The team members are also experienced in providing services to high calibre clients and multinational corporations.

The Firms Section provides a broad range of services relating to company secretarial matters. These services include:

- **Company name reservations**
- Defensive company name registrations
- Shelf company registrations
- Registration of external companies
- **Incorporation of companies**
- Attending to the registration of company changes
(e.g. names, new directors, address changes etc.)
- Conversion of close corporations to companies
- Adoptions and registration of MOIs
- **Share conversions**
- Filing annual returns
- Reinstatement of entities
- Deregistration of entities
- Obtaining copies of company documents.

Our team also provides company and trust administration services for structured finance transactions. These services include the registration of special purpose companies and trusts. We also provide full function company secretarial services, including:

- Company Registration
- Maintaining company registers
- Allotment and transfer of shares
- Maintaining and retaining statutory records
- Recruitment
- Statutory record audits
- Meeting packs and minute taking.

We can deal with matters at ZRA, such as:

- ZRA income tax registrations
- **Tax Refunds**
- Registering tax representative appointments
- Tax exemption application
- Notification of company detail changes.
- **ZDA investment license**

Our team furthermore assists clients with lodging of documents, searches and obtaining of copies from the Pacra's Office in Lusaka, as well as other legal and company administrative matters, such as:

- Non-resident endorsement of share certificates
- Non-profit organization (NGO) registrations
- Authentication, notarising and legalising of documents
- CEEC certificates for newly registered entities.

For more information contact:

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