



# Sprague & Associates

---

CERTIFIED PRACTISING ACCOUNTANTS

## Company Secretarial

Company Law and Legislation requires businesses to perform many administration tasks that are time consuming.

Failure to comply with the Corporations Law risks penalties.

We offer the following services:

- General advice on Company law
- Company formations
- Minutes, Resolutions and Certificates
- Maintenance of register and Registered Office facility
- Preparation of forms and advice to relevant government authorities in regards to directors, shareholders, addresses and office details
- Share transfers