

Overview of Umlilo Corporate Services

- We are a specialist corporate governance, compliance, risk management and company secretarial services partner.
- We partner with your business to provide expert guidance and professional administrative facilitation services for all of the below company activities and requirements.
- We offer ad hoc, cost-effective alternative to employing a full-time company secretary.
- We have a team of four partners with varied expertise and experience in the sphere of corporate services.
- We provide a structured and complete governance services from basic CIPC matters to broad compliance and Board management matters.

CONTACT US

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UMLILO CORPORATE SERVICES

The hub of trust and integrity!

UMLILO: YOUR CORPORATE GOVERNANCE
OUTSOURCING PARTNER



We have over 45 years combined expertise and experience in the following:

WHAT WE DO

- We are focused on providing exceptional corporate governance services to clients in the public and private sectors.
- We are interested in discussing different packages that suit each client needs. Please do not hesitate to contact us for a detailed assessment and tailor-made product solutions to suit your corporate needs.
- Our main packages include:
 - Regulatory Compliance
 - Risk assessments and evaluations
 - Company Secretariat
 - Business Ethics
 - Corporate Governance Workshops
 - Board Effectiveness Evaluations
 - Project Management

Secretarial Services:

- Company formations
- Appoint/resign directors
- Share transfers
- Share registrations and certification
- Change of year end dates
- Statutory and regulatory compliance
- Company conversions; Ltd to (Pty) Ltd and vice versa
- Public officer changes
- Name changes
- Full management of AGM
- Routine and non-routine company secretarial services
- Drafting constitutional documents for foundations and associations
- Full CIPC compliance management
- Outsourced company secretaries
- Filing annual returns, including iXBRL

Board Support:

- Dedicated Company Secretary and or Assistant Company Secretary
- Preparation and management of Board Corporate Calendars, Work Plans and Agenda setting for Boards and Committees
- Preparation and circulation of electronic and hardcopy Board packs
- Meeting attendance and providing guidance during Board and Committees meetings
- Drafting of minutes and Matters arising schedules and managing Action Lists
- Annual declaration of interests
- Directors induction and training

Governance Services:

- Drafting of constitutional documents (MOI, Trust Deed, etc.)
- Drafting, preparation and advising on Board Charter and Committee Terms of Reference in line with the company covenants
- Policy formulation, implementation and monitoring
- Statutory/Governance audits and reviews
- Board and Committee Effectiveness Evaluations
- Advisors to Boards and Committees

Specialist Services:

- Enterprise Resource Planning Projects Management and Implementation
- Project Management Services
- Document Management i.e. physical and electronic filing and storage services
- Risk audits, assessments and evaluations
- Supply chain management processes implementation and evaluations
- Training of women on Boards

OUR TEAM SKILLS:

Service Category 1: Compliance, Corporate Governance and Risk

Service Role: Legal Compliance, Corporate Governance and Risk Assessments

Qualifications: FCMA/CGMA, ACIS, MSc Strategic Business Management, MAP Wits Bus. School and BCom (Bus. Mgt)

Profile: Linda is a chartered global management accountant and a chartered company secretary with proven track record of working with Boards of Directors and board committees. She is a company secretary responsible for coordinating the statutory and administrative activities required for Boards. She also carries out the necessary corporate governance duties to ensure the organisation's compliance with all external statutory and regulatory requirements and sets up the compliance framework in this regard. Linda formulates and implements contracts and policies and conducts risk assessments for organisations.

Years of Relevant Experience: 20 years

Service Category 2: Audit and Corporate Governance Consulting

Service Role: Finance, Business Automisation Systems and Corporate Governance Management.

Qualifications: Bachelor of Business Administration in International Business, Associate Diploma of the Institute of Bankers, SAP Certified Application Associate-Financial Accounting with SAP ERP 6.0 EHP

Profile: Cynthia Corporate Governance Consultant with thirteen years' experience spread across Retail Banking, Corporate Governance audits, Operations Management, Risk and Compliance Management, Company Secretariat and Corporate Governance Management. She is fully competent in the use and management of ERP systems. Cynthia is trained and certified in the use, implementation and configuration of the SAP Financial Accounting system and is proficient in the use of Globus-T24 financial systems. Adept at implementing innovative corporate governance practices and procedures to ensure compliance and improve efficiency.

Years of Relevant Experience: 13 years

Service Category 3: Accounting and Company Secretarial Services

Service Role: Governance and Compliance Executive

Qualifications: Bachelor of Accountancy, Post Graduate Certificate in Taxation, ACIS, Associate Chartered Institute Business Management, Member of the Institute of Risk Management South Africa and completing MSc Governance and Leadership (University of Northampton)

Profile: Jenny is a Chartered Company Secretary. She ensures that companies comply and operate in accordance with statutory and legal provisions. Jenny attends meetings with company shareholders and the board of directors and acts as a point of communication between them. She has good business acumen and deep knowledge of various companies acts in Sub-Saharan Africa, King IV Code on corporate governance and JSE listing requirements. Jenny has excellent organizational skills, highly efficient and methodical. She was as part of the extensive Dti Women on boards programme and had an opportunity to facilitate the same for the next group.

Years of Relevant Experience: 10 years

Service Category 4: Compliance, Corporate Governance and Risk Management

Service Role: Legal compliance, Corporate Governance and Risk Assessments Executive

Qualifications: CIS, LLB (Rhodes) and BA Journalism and Media Studies (Rhodes)

Profile: Geraldine is responsible for coordinating the statutory and administrative activities required for Boards. She also carries out the necessary corporate governance duties to ensure the organisation's compliance with all external statutory and regulatory requirements and sets up the compliance framework in this regard. Geraldine formulates and implements contracts and policies and conducts risk assessments for organisations.

Years of Relevant Experience: 4 years

