

# PRAGER DREIFUSS

ATTORNEYS AT LAW

ZURICH | BERNE | BRUSSELS

Board Secretary  
Corporate Housekeeping

Startup Desk

# What?



## BOARD MEETINGS

- Invitations (incl. preparation of documentation)
- Attending meetings and preparing meeting minutes

## GENERAL MEETINGS

- Invitations (incl. preparation of documentation)
- Attending meetings and preparing meeting minutes

## SHARE REGISTER

- Maintenance of the share register
- Maintenance of the register of beneficial owners

## LEGAL ADVICE

- Legal support
- Contact for organizational questions

# Why?

## AVAILABILITY OF EXPERT KNOWLEDGE

- Legal questions can come up spontaneously during meetings
- The participation of a lawyer in such meetings means that a competent point of contact is always available

## RELIEF FROM COMPLEX TASKS

- Deadline management (invitation deadlines, etc.)
- Preparation of correct meeting minutes is demanding and of great importance
- Dealing with commercial registers and other authorities

## RISK MANAGEMENT

- Corporate housekeeping duties must be taken seriously and carefully managed
- Violation of corporate housekeeping obligations can lead to the personal liability/responsibility of board members and/or officers

# Costs

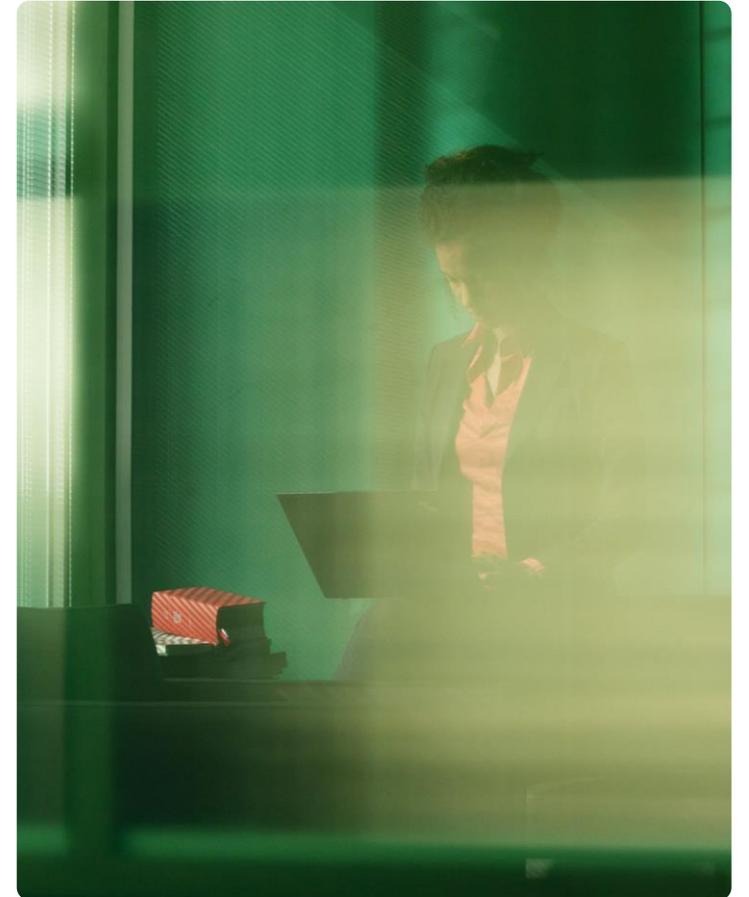
## FLAT RATE OF CHF 8,000 PER YEAR (EXCL. VAT)

- Preparing and conducting six board meetings per year as well as necessary follow-ups
- Preparing and conducting one annual general meeting per year as well as necessary follow-ups
- Maintenance of the share register and the list of beneficial owners
- Five hours of legal advice outside of BoD and AGM meetings per year

## ADDITIONALLY:

### BILLING BY THE HOUR AT REDUCED RATES

- Further board meetings and/or general meetings
- Further legal advice / follow-up mandates, in particular
  - Applications to the register of commerce
  - Tax
  - Employee participations
  - Employment law



# Consider it solved!



# Our offices



## ZURICH

---

Prager Dreifuss AG  
Bellerivestrasse 201  
8008 Zurich  
Switzerland

T +41 44 254 55 55  
info@prager-dreifuss.com

## BERN

---

Prager Dreifuss AG  
Schweizerhof Passage 7  
3001 Berne  
Switzerland

T +41 31 327 54 54  
info@prager-dreifuss.com

## BRUSSELS

---

Prager Dreifuss AG  
Avenue Louise 235  
1050 Brussels  
Belgium

T +32 2 537 09 49  
info@prager-dreifuss.com