



Statutory Compliance and Corporate Governance Support Services

Structured support to help companies maintain proper statutory records, meet CIPC filing requirements, and strengthen practical governance processes.

Keeping a company's statutory records and governance processes up to date is an important part of maintaining good corporate standing and reducing regulatory risk. Our service is designed to assist companies with the practical management of their statutory obligations under the Companies Act, their constitutional documents and applicable CIPC filing requirements.

Practical support for company statutory compliance

Our service helps companies assess, maintain and strengthen their statutory governance framework through a structured and practical process.

- Conducting statutory audits of company records
- Reviewing existing governance processes and statutory registers
- Identifying actual or potential areas of non-compliance
- Recommending corrective actions where required
- Assisting with the implementation of practical remedial steps

Annual statutory compliance support

We assist companies with the ongoing maintenance of annual statutory compliance obligations, including:

- Filing annual returns
- Submitting beneficial ownership declarations
- Submitting audited AFS and CIPC compliance checklists
- Updating and maintaining share registers
- Updating and maintaining director registers
- Assisting with annual meeting requirements
- Liaising with auditors on statutory matters where the company is subject to audit

Ad-hoc company secretarial and statutory support

In addition to annual compliance support, we assist with a range of ad-hoc statutory and company secretarial matters.

- Drafting shareholder and board resolutions
- Adoption/consolidation of or amendments to Memorandum of Incorporation
- Director appointments, resignations and changes

- Share subscriptions and share transfers
- Non-resident endorsements of foreign shareholder share certificates
- Auditor/Company Secretary appointments, resignations and changes
- Financial year-end changes
- Registered office address updates
- Deregistrations and re-instatement of annual return deregistered entities
- Private company and external company registrations and conversion of close corporation to company
- Company name reservations and defensive name registrations
- Business Rescue Submissions with CIPC (CoR123.1, CoR123.2, CoR123.3, CoR125.1, CoR125.2, CoR125.3)
- Liquidation submissions with CIPC (related CoR/CM documents)
- Acting as a CIPC agent to assist with filing prescribed documents and annual compliance submissions, where required

Who can benefit from this service?

This service is suitable for companies that require practical and reliable support in maintaining their statutory records and governance processes. It is particularly useful for businesses that:

- Need to regularise or update their company records
- Have undergone changes in shareholding, directors, auditors or registered details
- Require assistance with annual CIPC filings
- Want to ensure statutory registers and governance documents are complete and current
- Are preparing for an audit, due diligence process or internal governance review
- Need ongoing support with company secretarial and statutory administration

Why this matters

Incomplete or outdated statutory records can create unnecessary compliance risk, delay corporate transactions, complicate audits and result in avoidable administrative challenges with CIPC. A structured statutory compliance process helps companies maintain proper governance records, support regulatory accountability and ensure that key company information remains accurate, complete and aligned with legal requirements.

By maintaining an organised statutory compliance framework, companies are better positioned to demonstrate good corporate governance, respond efficiently to regulatory or auditor queries, and manage changes in ownership, directorship and corporate structure with confidence.

Speak to us

For more information about our Statutory Compliance and Corporate Governance Support Services, please contact us on info@compliserve.co.za to discuss on how we can assist your business with practical, reliable and structured statutory compliance support.