

SECRETARIAL SERVICES

Corporate Governance & Trust Administration

Keeping your entities compliant. Your governance strong.
Your future protected.

Corporate compliance is often one of the most overlooked aspects of running a business. Between managing clients, staff, operations and growth, it can be easy for statutory obligations and corporate governance requirements to fall down the priority list.

Yet maintaining accurate company records and ensuring compliance with the Companies Act, Close Corporations Act and Trust Property Control Act is essential. Failure to do so can result in unnecessary delays, penalties, administrative complications and even reputational risk.

Whether you are establishing a new company, restructuring an existing business, introducing shareholders, appointing directors or trustees, or preparing for succession, effective secretarial support helps ensure that your affairs remain in order and your organisation remains compliant.

At Galbraith Rushby, we assist clients with the ongoing administrative and governance requirements that accompany every stage of the business lifecycle. Our objective is to provide practical support, minimise compliance risk and allow our clients to focus on what they do best - running their businesses.

WHY PROFESSIONAL SECRETARIAL SUPPORT MATTERS.

Professional secretarial services can assist by:

- Ensuring compliance with statutory obligations and filing requirements
- Maintaining accurate corporate records and governance documentation
- Supporting business growth, restructuring and succession planning
- Managing director, shareholder and trustee changes efficiently
- Reducing the risk of missed deadlines and compliance penalties
- Facilitating smooth transactions involving ownership and governance changes
- Providing peace of mind that company records are accurate, complete and up to date

OUR APPROACH.

We work closely with business owners, directors, trustees and professional advisers to ensure that compliance obligations are met efficiently and accurately.

Whether establishing a new entity or maintaining an existing structure, our team provides practical guidance and ongoing support, ensuring that regulatory requirements are met while keeping administration as straightforward as possible.



Good governance isn't just about meeting obligations.
It's about building stronger businesses and protecting legacies

OUR COMPANY SERVICES



Formation and registration of companies

Establishing companies and close corporations efficiently and correctly.



Director and member changes

Appointments, resignations and amendments managed in line with statutory requirements.



Shareholder and share capital services

Share allotments, transfers, registers and share certificate administration.



Company name reservations and changes

Managing name reservations, amendments and CIPC submissions.



Corporate governance documentation

Preparation of resolutions, minutes and statutory governance records.



Corporate record maintenance

Updating constitutional records and maintaining statutory registers.



CIPC compliance and annual returns

Annual returns, beneficial ownership submissions and ongoing CIPC compliance.



XBRL conversion and filing

Preparation and submission of compliant XBRL financial statements.



Registered office and statutory services

Registered office facilities and secure maintenance of statutory records.



Business lifecycle support

Practical assistance with restructures, ownership changes, deregistrations, reinstatements and ongoing advisory support.

OUR TRUST SERVICES



Trust formations and registrations

Formation and registration of inter vivos and testamentary trusts.



Trust deed reviews and amendments

Reviewing, updating, amending and restating trust deeds as circumstances evolve.



Trustee appointments and changes

Managing trustee appointments, resignations and amendments efficiently and compliantly.



Beneficiary and governance amendments

Updating beneficiary details and implementing governance changes as required.



Trust resolutions and minutes

Preparation of trustee resolutions, meeting minutes and supporting governance records.



Trust administration and compliance

Ongoing administration to ensure your trust remains compliant and well managed.



Governance and succession advice

Practical guidance on trust structures, governance and succession planning.



Trust closures and de-registration

Professional assistance with trust wind-ups, de-registration and closure processes.



Independent trustee services

Independent trustee appointments provided by the partners of Galbraith Rushby.



Ongoing Trust Support

Responsive advice and practical support throughout the life of your trust.

WHY GALBRAITH RUSHBY?

With more than two decades of experience, our Corporate Governance and Trust Administration team provides practical, responsive support across every stage of the business and trust lifecycle. Combining technical expertise with a deep understanding of the Companies Act, the Trust Property Control Act and evolving regulatory requirements, we help clients maintain accurate statutory records, meet their compliance obligations and navigate governance matters with confidence.

GALBRAITH | RUSHBY

MEET THE SECRETARIAL TEAM.



Eldré De Swart
Secretarial Manager



Shandrien Freeks
Senior Administrator



Roxane Zietsman
Senior Administrator



Rebecca Townsend
Administrator



Arlene Fortuin
Administrator

LET'S TALK.

Whether you're establishing a new company, forming a family trust, managing changes to an existing structure or planning for succession, we provide the guidance, experience and support needed to keep your entities compliant, well-governed and fit for the future.

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