

CONTACT PRISM COSEC

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PROMOTING EXCELLENCE IN GOVERNANCE

Prism Cossec is a team of highly experienced company secretarial and corporate governance practitioners. We help UK and international companies establish and maintain excellent standards of corporate governance.

PRISM
COSEC

Services for Main Market Companies



Drawing on experience with companies from a variety of sectors, in numerous international jurisdictions and ranging in size from FTSE Small Cap to FTSE 100, Prism Cossec provides tailored, practical corporate governance and company secretarial services to Main Market companies.

Why Prism Cossec?

Our deep knowledge of the regulatory and corporate governance issues facing UK and international Main Market companies means we are well placed to provide integrated company secretarial support whether that involves a fully sub-contracted service, ad hoc project work or simply counselling a new appointee. In tailoring our services to a company's needs, we prefer to collaborate closely with existing advisers, helping to provide integrated help for clients in the practical implementation of the law and best practice codes.

Our services for Main Market companies

- **Regulatory and legal compliance:** development of corporate governance systems to meet the requirements of the Financial Conduct Authority's Listing and Disclosure and Transparency Rules, the UK Corporate Governance Code and the Companies Act 2006. We can help develop and advise on implementation of procedures to manage inside information disclosure, share dealing codes, insider lists, related party and conflicts of interest
- **Board meeting and Committee programmes:** support in preparing for board and sub-committee meetings, attending meetings and producing minutes either on a one-off or regular basis. We can help develop and implement a suite of board processes and procedures that support directors in meeting their statutory duties
- **Annual Report management:** project managing the annual report creation process to meet company law and narrative reporting best practice standards

This includes co-ordination of the various inputs, liaising with auditors, remuneration and other advisers, advice on annual report structure, management of designers and printers, drafting of compliance reports (including the Directors', Remuneration and Corporate Governance reports).

- **AGM project management:** a full project management service to cover the annual general meeting process. Our service encompasses the full logistics management, from venue selection to drafting the AGM notice and form of proxy, preparation of scripts and board briefing packs and liaison with the registrars, collection/analysis of the proxy figures, production of minutes and statutory filings
- **Mentoring:** providing support for a newly appointed Company Secretary or senior company secretarial executive if required. Through regular communication we can provide mentoring support over a specified period to help the appointee establish themselves in their new role
- **Board and Committee evaluation:** we can assist in the development and implementation of board and sub-committee performance evaluation exercises, utilising web-enabled questionnaires and/or interviews
- **Share scheme and LTIPs:** from scheme design to formation and ongoing management, we can provide advice and support as necessary
- **Group records and corporate restructuring:** from the incorporation of new companies and maintenance of statutory books, liquidations and strike-offs to complex company re-organisations, we can assist in efficiently managing and maintaining your group structure and records

PRISM COSEC WAS FOUNDED IN 2002 AND HAS BEEN PART OF THE EQUINITY GROUP SINCE 2012 AND MERGED WITH EQUINITY DAVID VENUS IN 2016

