



CORPORATE SECRETARIAL SERVICES AVAILABLE PACKAGES

M/HQ provides a full range of corporate secretarial services along with bespoke packages for all types of companies incorporated in the UAE (see our fact sheet "[Outsourcing Your Company's Statutory Responsibilities](#)").

We have designed three different corporate secretarial services packages, ready to go. Whether start-up, high growth company or blue-chip company, we have the right offering at the right value point for your organisation.

Common offer*		
<ul style="list-style-type: none"> • Systematic corporate status review in accordance with the local requirements • Maintenance of the company's statutory registers and minute books** • Corporate Secretarial alerts*** • Arranging for mandatory statutory filings of the company's financial statements with the company's registrar, in accordance with the local requirements • Assistance with the appointment of auditors 		
Silver Package	Gold Package	Platinum Package
<ul style="list-style-type: none"> • Common offer • Arrange for and preparation of the necessary documents to hold Shareholders and Board meetings (i.e. invitations to all members) [Annual General Meeting of Shareholders and up to 2 Board meetings] 	<ul style="list-style-type: none"> • Silver Package plus: • Attendance to meetings as ad hoc secretary and taking/drafting of minutes of meeting: <ul style="list-style-type: none"> • Annual General Meeting of Shareholders; and • Up to 2 Board meetings. • Drafting of Board/Shareholders Resolutions and arranging the filing thereof with the company's registrar (if required): <ul style="list-style-type: none"> • 1 Shareholder Resolution; and • Up to 2 Board Resolutions. 	<ul style="list-style-type: none"> • Gold Package plus: • Additional 2 Extraordinary Shareholders Meetings and respective resolutions; • Additional 2 Board meetings and respective resolutions; • Provision of opinion on the structuring of the company's operations with an emphasis on the appropriate registrar, corporate structure and licensing for the relevant operations; • Assessment of the company's compliance with the local VAT regulations (if the company is VAT registered). If not registered, assessing the company's requirement to register under local VAT laws and undertake related compliances.
USD 1,950	USD 3,500	USD 4,900

We would be happy to discuss your company secretarial needs in depth, helping you find the most cost and time effective solution to meet your administrative and statutory compliance responsibilities.

*All packages include common offer

**Company's corporate documents; Registers of Shareholders, Directors, Secretaries and Managers; Minutes of Meeting and Shareholder/Board Resolutions

***Setting-up, monitoring and updating of corporate calendar (e.g. due dates and deadlines include the following events: annual general meeting, license renewal, establishment card renewal, P.O. box renewal, lease renewal)

Who we are

M/HQ is a multi-services platform catering to a broad spectrum of clients – from individual entrepreneurs and local SMEs to wealthy international families, to established blue-chip companies and multinationals. Our one-stop-shop offering is unique in the Middle East: a holistic and cross-disciplinary combination of a market-leading corporate services firm, a law firm's specialist expertise and a regulatory & compliance services practice, all through one single platform.

We have broad experience in facilitating entry-to-market for businesses across all major fields of activities. We have a one-of-a-kind practical expertise understanding and handling complex corporate structures.

Headquartered in the UAE, we are an entrepreneurial firm for entrepreneurial clients.

Who will assist you



Kath Zagatti I. De Moura
Director – Legal
✉ zagatti@m-hq.com



Yann Mrazek
Managing Partner
✉ mrazek@m-hq.com