

# Quantum Consulting Services Sdn Bhd

## Corporate Secretarial

Through our dedicated company secretarial department, we are able to provide complete company secretarial compliance services together with registered office facility. Our company secretarial advisory service covers all aspects of Company Law including specific advice on more complex matters as required.

The company secretarial department provides a full range of company secretarial services that are designed to ensure compliance with statutory obligations and avoid the risk of penalties and prosecution.

Qualified and experienced professionals serve clients of all sizes ranging from small-medium industries to multinational companies. Our knowledge of company legislation releases clients from this administrative burden allowing directors and proprietors of businesses to devote more time to what they are good at - developing their businesses.

We can undertake the full range of company secretarial duties, either on behalf of a client or as a reliable support service for a client's in-house secretarial function.

Our services include:

- > Company formations
- > Registration of Branches of Foreign Companies and Businesses
- > Company and Business registry searches
- > Acting as Company Secretary
- > Providing function and address of registered office
- > Custody and maintenance of statutory records, and company seals
- > Arrangement for board and shareholders' meetings