



**State Trading**  
(General) Corporation

**STANDARD EOI SUBMISSION FORM**

**EXPRESSION OF INTEREST**  
**Company Secretarial Services**

STC/EOI/2023/LD/01

### **SCOPE OF WORK**

The Scope of our assignment for Secretarial Services will cover the following function:

- a) Maintaining the share Register, Seal Register, Directors and secretaries Register, minute Book and Attendance registers of the company in compliance with the provision of Companies Act No 7 of 2007;
- b) Preparing the necessary statutory forms and furnishing same for the signature of the authorized officials and filing same with the Department of the Registrar of Companies on or before the specified due dates as per the Companies Act.
- c) Filing Financial statements with the Department of Registrar of Companies on or before the specified due dates as per the Companies Act;
- d) Preparing Board Resolutions as and when required and issuing certified copies of same in order to fulfill the required purpose;;
- e) Preparation of dividend warrants and counterfoils as required and certifying the same to facilitate distributions;
- f) Providing clarifications on legal and administrative issues pertaining to the Companies Act as a support and guidance to the Board of Directors in respect of the day to day operations of the business activity;
- g) Attending Directors and shareholders' Meetings- Formulating Agendas with the chairman and/ or the Chef Executive, attending meetings; taking and preparing minute; maintaining minute book, certifying copies of minutes, and ensuring that proper procedures are adopted at the Board Meetings as required by the Companies Act;
- h) Attending to the issue of additional shares, the completion of necessary forms for the transfer of existing shares and notifying the Department of Registrar of Companies in order to fulfill the requirements of the provision of the Companies Act;

## Expression of Interest

### Section A. Service Supplier Details

1. Name of the Company: .....
2. Business registration address: .....
3. Business registration number: ..... Date of Registration: .....

➤ Type of Registration

Proprietor ..... Partnership ..... Private Limited Company ..... Public Limited Company .....

**(Copy of Certificate of Incorporation should be attached) – (A 01)**

4. Company Postal Address: .....
5. Contact Person (Name).....
6. Contact Person (Designation)..... Web Site: .....
7. Contact Number (Corporation)..... Mobile Number.....
- Fax Number: ..... E-Mail Address .....

Section B. Quotation for Secretarial Services	Fee (Rs.)
For acting as Company Secretaries – Annual Retainer [This includes maintaining statutory books and records of the company, advising you with necessary legal requirement according to the prevailing law and retaining our name as the Company Secretaries at the Department of Registrar of Companies]	
Attending & organizing Board Meeting & preparing Minutes (this will vary depending on the time and the location)	
Attending & organizing Shareholders' Meeting (AGM/EGM) & preparing Minutes (this will vary depending on the time and the location)	
For preparing Circular Resolutions	
For preparing and certifying extracts of resolutions	
For preparing & filling Forms / documents with the Department of the Registrar of Companies	
For applying for certified copies of Forms with the Department of the Registrar of Companies	
For issuing certified copies of the Forms and other company documents	
For preparing & filing Annual Returns along with the Financial Statements	
For issuing Share Certificates	

Signed: .....

In the capacity of .....

Name: .....

Duly authorized to sign the EOI for and on behalf of: .....

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]