PCA®

Corporate Secretary

Corporate Records & Governance
Company Filings & Formalities



Original architectural illustration

Clear Records. Confident Decisions.

Your external corporate secretariat.
For a well-organised company in Vietnam.

Integrity. **Leadership.** **Commitment.**

PCA®

GOVERNANCE IN PRACTICE

Governance from day one.

A dedicated corporate secretariat

PCA coordinates your company's records, decisions and formalities, helping management respond to shareholders, banks, auditors and authorities throughout the company's life.

Clear records. Sound decisions.

A Word from our Managing Director, Ms. Vy



Corporate secretarial support is less established in Vietnam than in Hong Kong or Singapore.

Yet forming a company brings legal responsibilities that owners may not fully anticipate.

We believe good governance from day one is essential to help prevent costly surprises.

Ms. Phan T. T. Vy

Chief Operating Officer, PCA IG

Managing Director, PCA Company Services

PCA®

YOUR ANNUAL PACKAGE

Annual corporate care.

A structured cycle, year after year.

For one existing, unlisted company and its ordinary annual corporate cycle, within the agreed scope.

01 Records & deadlines

- Initial file review, handover and gap list
- Company profile, corporate calendar and reminders
- Ownership, officer, control and nominee records, where required
- Minute book, signed documents and indexed archive

02 Decisions & meetings

- Annual board, member or shareholder cycle, as applicable
- Notices, agendas, proxies and approval tracking
- Minutes, resolutions and valid written alternatives
- Routine guidance on governance and signing authority

03 Filings & continuity

- Recurring corporate filings listed in the mandate
- Coordination with the accountant or auditor
- Existing corporate document packs for banks and authorised recipients
- Status reports, filing receipts and orderly handover

PCA®

SUPPORT FOR CORPORATE CHANGES

As your company evolves.

Formalities aligned with each change.

Separately quoted when needed. Each agreed operation covers approvals, documents, applicable filings and record updates.

Change	Operations within the agreed scope
People & company details	♦ Appointments, resignations and officer changes ♦ Company name, address and registered particulars ♦ Charter amendments and financial year-end changes
Ownership & capital	♦ Share or membership-interest transfers ♦ Allotments; capital increases or reductions ♦ Corporate approvals for dividends, financing and security
Milestones & remediation	♦ Additional meetings and written resolutions ♦ Correction of incomplete or overdue corporate records ♦ Company formation and restructuring formalities ♦ Suspension, statutory dormancy or company closure, where available

PCA®

SCOPE & SPECIALIST SUPPORT

The right support.
A clear scope.

VIETNAM

Vietnamese mandates follow Vietnamese law, the company's legal form and charter.

HONG KONG / SINGAPORE

Statutory appointments require a distinct local mandate, subject to eligibility and provider requirements.

Informed by HK/SG company-secretarial practice.

Optional extensions

Registered address and mail handling; enhanced board or group secretariat; translation, certification and legalisation coordination; eligible local HK/SG secretary appointments; Hong Kong SCR designated representative arrangements.

Complementary PCA practices

Legal & Compliance: contracts, advice and operational compliance. **Litigation:** criminal matters and commercial disputes. These services, accounting, tax and audit require a separate scope.

Directors, owners, members and shareholders retain their decision-making powers and legal responsibilities.

A word from Ms. Thư, Attorney-at-law



"Good governance starts with clear decisions and reliable records. We help you organise the formalities, document approvals and keep track of obligations, so your management team can focus on running the business."

Ms. Trương M. Đ. Thư

Member of the Ho Chi Minh City Bar

Head of Legal & Compliance at PCA Company Services

PCA®

Keep your company ready for its next step.

Share your company registration, charter, ownership information and existing corporate file.

PCA reviews the current position, agrees services and responsibilities, and sets up the corporate calendar and records.

Your quotation identifies the annual service scope and any additional work required. Fees, volumes and responsibilities are confirmed in the engagement. Government fees, taxes and third-party costs are quoted separately.

Book a First Complimentary Consultation

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