



# Clarien Corporate Services Limited

## Corporate Services

Clarien Corporate Services Limited is a division of the award-winning Clarien Wealth Management practice, specialising in corporate secretarial and corporate governance services geared to the needs of corporations, individuals and families with trusts, companies, or other entities that comprise their overall financial structure.

### Services Provided

The following services include but are not limited to:

- Providing the primary functions and duties of a company secretary or assistant secretary
- Provision of Registered Office
- Preparing and distributing meeting agendas and notices related to convening an Annual General Meeting per year
- Preparing board, shareholder and committee meeting minutes and resolutions
- Incorporation and formation of local companies, exempted companies, LLCs and partnerships
- Establishing and maintaining the statutory registers
- Conducting client due diligence and identifying and verifying beneficial owners and controllers
- Coordination of annual statutory filings where applicable (e.g. Economic Substance Act) and the various regulatory bodies
- Serving as a primary liaison with the client, the Bermuda Monetary Authority, Registrar of

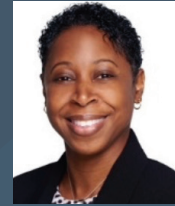
Companies or other service providers with regard to corporate administration matters

- Facilitation of and assistance with:
  - Banking arrangements under the administration of the corporate services practice
  - Share transfers and share capital amendments
  - Director and Officer changes
  - Change of company name
  - Bye-Law Amendments
  - All due diligence requirements
  - Beneficial ownership registration and filings
  - Overall good corporate governance practices
  - Liaising with regulatory services and authorities
  - Advice on regulatory matters that might impact the business
  - Economic Substance Act requirements
  - Concierge services

## Meet the Team:

Our experienced team is led by a Corporate Services Manager with over 25 years in the industry. She will provide timely responses on corporate secretarial and governance advice on the incorporation/formation of various entities and partnerships as well as providing continued administration of each entity.

**Corporate Services Manager:** Corporate Services Manager: Dr. Allison Forte, DBA, FCIS, CMgr MCMI has over 25 years of corporate management and administration services and is a highly experienced and technical individual who has managed corporate portfolios and teams in Bermuda for 13 years. Prior to Dr. Forte's arrival in Bermuda she also managed a variety of clients domiciled in Barbados, B.V.I. the Cayman Islands and Hong Kong. She is known for being highly responsive and for providing detailed hands on experience and excellent client service.



**Dr. Allison Forte**  
Corporate Services  
Manager



**Jennifer Hanson**  
Head of Trust &  
Family Office

**Head of Trust & Family Office:** Jennifer Hanson, CPA, CA, TEP. Ms. Hanson is the Senior Vice President, Head of Trust and Family Office who will have overall management of the Corporate Services practice. Jennifer also has over 25 years in the accounting and financial services industry as well as experience in corporate secretarial work.

## Compliance Oversight

We provide compliance oversight for AML/ATF requirements for all corporate governance matters via our comprehensive AML/ATF and Risk Framework. We facilitate and offer specialised assistance with the CDD/KYC due diligence process to ensure the assessment and effectiveness of all transactions and make the necessary filings with the respective Regulatory Authorities.

## Why Clarien

- Provides our Wealth Management clients with a one-stop shop for a full range of banking, investments, trust administration and corporate secretarial services
- Experienced staff with expert technical and practical corporate secretarial, governance, regulatory and compliance skill sets
- Highly responsive and attentive service built around a desire to establish mutually beneficial relationships with our clients
- A customised approach to creating solutions
- Strict adherence to the highest fiduciary standards
- A dedication to the "founder's mentality" – a belief system focused on building a successful and sustainable business