



# 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 Your CSL Advisors:

**Jennifer Hanson Crockwell**, CPA, CA, TEP, is Head of Trust and Family Office. Jennifer has over 25 years in the accounting and financial services industry as well as experience in corporate secretarial work. She plays an integral role in the strategic development of Clarien Wealth Management with a focus on ultra-high net worth and Family Office clients under the direction of the Chief Wealth Management Officer.

Jennifer has been involved in Bermuda's trust industry for over 20 years. In all her prior roles, Jennifer has worked closely with ultra-high net worth clients and their financial, tax and legal advisors as well as with bankers and investment advisors.

Jennifer is a Chartered Professional Accountant from Canada (CPA, CA) along with a Trust Estate Practitioner (TEP). She holds a Bachelor's degree in Accounting with Great Distinction from University of Saskatchewan in Canada.



**Jennifer Hanson  
Crockwell**

Head of Trust &  
Family Office

**Stephanie Smith** brings a wealth of knowledge and experience to her role as Senior Corporate Administrator at Clarien Bank. With a seasoned background in corporate and trust administration, Stephanie stands out for her capability to manage complex client portfolios and foster robust corporate governance. In her position at Clarien Bank, Ms Smith is instrumental in providing top-notch corporate administration services. She plays a crucial role in supporting the corporate secretarial function, managing client portfolios with care and due diligence, and aiding the Corporate Services Manager in supervising the entire Corporate Administration department. With an astute understanding of the field, Stephanie also contributes significantly to business development and the cultivation of new business avenues.

Her educational qualifications, which span several important facets of corporate administration, have laid a strong foundation for her career achievements. Stephanie's professional skills were further honed with Corporate Procedures I & II at the Appleby Corporate Administration Development Unit (2003 - 2005). She achieved a Certificate in International Trust Management from STEP (2013), and attended advanced Business Writing, Supervisory, and Leadership Training courses at BEC (2015).

Before joining Clarien Bank, Stephanie had a significant eight-year tenure as a Senior Corporate Administrator with Butterfield Trust (Bermuda) Limited, followed by a valuable stint at Harbour Management Services Ltd., and at Appleby Trust (Bermuda) Ltd, where she eventually stepped into the role of a Corporate Administrator due to her outstanding performance.

**Jill Jennings** joined Clarien in November 2024 with over 20 years of experience in compliance and corporate administration. She excels at providing corporate administrative services, ensuring regulatory compliance, and managing high-stakes initiatives within global and multicultural environments.

Jill currently serves as a Senior Corporate Administrator at Clarien Corporate Services Limited, where she oversees corporate governance, regulatory compliance, and business development initiatives. Prior to this role, she was a Senior Compliance Specialist at Conyers Dill & Pearman, playing a pivotal role in anti-money laundering (AML) and anti-terrorist financing (ATF) compliance across multiple offshore jurisdictions. Her career spans key leadership roles, including Assistant Trust Manager at Conyers, and Senior Analyst at the Bermuda Monetary Authority, where she was instrumental in regulatory oversight and trust company compliance.

Jill attended Ontario Business College. She holds an Advanced Certificate in Business Compliance (ICA); Diploma in International Trust Management - Company Law and Practice (STEP); Foundation Certificate - International Trust Management (STEP) and certifications in Corporate Procedures (ICSA).



**Stephanie Smith**

Senior Corporate  
Administrator



**Jill Jennings**

Senior Corporate  
Administrator

## 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

