



CAREY OLSEN SERVICES

Carey Olsen Services Bermuda Limited

Carey Olsen Services Bermuda Limited (“Carey Olsen Services”) is licensed to conduct corporate service provider business by the Bermuda Monetary Authority. We are a wholly owned subsidiary of Carey Olsen in Bermuda, and a member of the global Carey Olsen network.

Carey Olsen Services is led by managing director Susie Tindall, who has worked in the corporate services industry for more than 25 years and is a Chartered Governance Professional, a Chartered Secretary and a Certified Compliance Professional. She is also a Fellow of both the Chartered Governance Institute and the Association of Corporate Governance Practitioners.

The business is overseen by non-executive chairman Michael Frith, a well-known figure in the Bermuda and offshore legal marketplace for the past 20 years, who is also senior counsel in the corporate team of Carey Olsen Bermuda Limited.

The leadership is supported by a highly experienced team of corporate services specialists located in Bermuda who work alongside the outstanding Carey Olsen Bermuda legal services team.

We pride ourselves in taking the necessary time to understand your business, to ensure a highly personalised approach to corporate services based on your needs. We aim to be your trusted advisor, to help you reduce the day-to-day burden of corporate administration and compliance so that you can focus on your business.

Our services

Incorporations/Formations

Working closely with you and your Carey Olsen attorneys, we are well placed to assist with the formation of all Bermuda entity types, including companies, limited partnerships and LLCs. Our services include:

- Pre-incorporation/formation guidance on available structures and organisational options, and arranging name reservations;
- Step-by-step guidance on the completion of all essential Client Due Diligence (CDD) requirements and controller and beneficial owner verifications;
- Preparing all necessary incorporation filings and registrations;
- Providing standard Bermuda constitutional documents; and
- Arranging all organisational meetings, preparing director and member resolutions and related documents.



SERVICES

- / Incorporations and Formations
- / Corporate Secretarial and Administration Services
- / Director Services



FOLLOW US



PLEASE NOTE

Carey Olsen Services Bermuda Limited is licensed to conduct Corporate Service Provider Business by the Bermuda Monetary Authority.

We can also assist with redomiciling your company into Bermuda from an overseas jurisdiction, and arranging the formation of a Bermuda branch of your overseas company.

Transfers-in

When transferring your registered office to us, our team of specialists work with you and your legal team to facilitate a smooth and efficient transition. Once on-boarded, we will conduct a comprehensive review of your corporate records, to understand your structure and ensure that we are best positioned to provide the high quality administrative service you expect.

Corporate secretarial and administration services

Our specialism is the provision of the very highest quality corporate secretarial and administration services. We aim to ensure that you can focus on developing your business, knowing that we have your governance, compliance and corporate administration needs well in hand. We provide a full suite of services, tailored to your requirements, including:

- Providing highly experienced governance specialists to act as your company secretary;
- Providing a Bermuda registered office, and board room and meeting support facilities;
- Preparing and circulating shareholder, board and committee meeting notices and agenda;
- Attending meetings to take minutes and guide you through all governance formalities;
- Assisting with the preparation and circulation of board and shareholder meeting materials;
- Ensuring that all corporate records and registers are kept up to date, secure and accessible to you;
- Providing certifications and notarisations of corporate documents and resolutions;
- Working closely with you to ensure ongoing compliance with all client due diligence requirements including verification of controllers and beneficial owners;
- Completing all Bermuda corporate filings and arranging payment of applicable government fees;

Our team of professionals keep themselves fully up-to-date with regulatory developments, to ensure that you do not have to worry. We are fully integrated with the law firm business, and work in collaboration with our exceptional Carey Olsen legal services colleagues in Bermuda and the 250 lawyers in

the Carey Olsen global network, to ensure that your transactions run smoothly and that all of your legal needs are met.

Director services

When you entrust the care of your business to us, we take that responsibility very seriously. We can serve you best when we know your business, and our provision of Director services is certainly no exception. We limit the number of positions held by our professional directors, to ensure that we are able to provide the level of attention and focus needed to discharge our duties effectively. When appointed, we will:

- attend meetings as needed, whether in person or electronically, providing experienced, commercially-minded management and direction on the ground in the jurisdiction;
- provide ongoing oversight of regulatory and legal developments applicable to your business;
- assist with the review and approval of transactions, agreements and corporate and regulatory filings.

We would be pleased to discuss with you the provision of one of our highly experienced professionals to serve as a Director of your company.

To discuss your requirements or to find out more about our corporate services, please contact a member of our team.

Continued



Key contacts

For further information or professional advice, please contact our team below:



Michael Frith

Chairman – Senior Counsel

D +1 441 542 4524

E michael.frith@careyolsen.com



Susie Tindall

Managing Director

D +1 441 542 4263

E susie.tindall@careyolsen.com



Laura Mulligan

Corporate Manager

D +1 441 542 4508

E laura.mulligan@careyolsen.com



Christine Whitestone

Corporate Manager

D +1 441 542 4287

E christine.whitestone@careyolsen.com



Amie Pigott

Assistant Corporate Manager

D +1 441 542 4264

E amie.pigott@careyolsen.com



Emily Cheung

Corporate Administrator

D: +1 441 542 4290

E emily.cheung@careyolsen.com



Conor Ward

Corporate Administrator

D: +1 441 542 4266

E conor.ward@careyolsen.com



Naomi Fraser

Client Onboarding Administrator

+1 441 542 4500 Ext 552

E naomi.fraser@careyolsen.com



FIND US

Carey Olsen Services Bermuda Limited
Rosebank Centre 5th Floor
11 Bermudiana Road
Pembroke HM 08
Bermuda

T +1 441 542 4500

E cosbda@careyolsen.com