

TIKVAH

SECRETARIAL SERVICES

COMPANY PROFILE

TIKVAH is Hebrews for “hope”, in the Hebrew dictionary, **TIKVAH** is defined as: “a cord, a rope, a line, meaning to bind”.

Mrs. Elanza Vosloo, the managing director brings more than 10 years experience to Tikvah Secretarial Services providing professional corporate secretarial services.

The company is based in the Northern Suburbs in Cape Town. With advanced technology and online electronic systems we can provide quality services to clients anywhere in South Africa and abroad.

Our mission is to build long lasting relationships with our clients with integrity and honest business ethics. Providing expert advice to meet the needs of our clients and to ensure compliance with all relevant legislation.

CONTACT DETAILS:

TIKVAH Secretarial Services Proprietary Limited
Mrs Elanza Vosloo

Mobile: 076 634 0404
Email: info@tikvahcosec.co.za
Web: <https://tikvahcosec.co.za>

LOCATION:

Durbanville
Cape Town
South Africa
7550



SERVICES

Our services include:

PRIVATE, INCORPORATED, EXTERNAL, NON-PROFIT AND PUBLIC COMPANIES:

- ✓ Registration of new companies.
- ✓ Provision of shelf companies.
- ✓ Director, auditor, company secretary, registered office, financial year-end, postal address and public officer changes.
- ✓ Transfer of shares, allotment of shares and share buybacks.
- ✓ Change of name of companies.
- ✓ Preparation of a Memorandum of Incorporation and changes to a Memorandum of Incorporation.
- ✓ Preparation of shareholder and/or director resolutions.
- ✓ Deregistration and restoration of deregistered legal entities.
- ✓ Safekeeping of statutory records and maintaining the records as required in terms of the Act.

CLOSE CORPORATIONS

- ✓ Any changes to existing close corporations, i.e. transfer of member's interest, resignation and appointment of the accounting officer; changing the registered office and postal addresses, changing the financial year end or main business of the close corporation.
- ✓ Conversion of a close corporation to a company. Deregistration and restoration of deregistered close corporations.

OTHER

- ✓ Filing of CIPC annual returns
- ✓ Filing of the financial accountability supplement
- ✓ Filing of the iXBRL annual financial statements
- ✓ CIPC compliance checklist
- ✓ Statutory audits
- ✓ Minute taking services
- ✓ Trust administration
- ✓ Trademark renewals