



### Our expert

This training programme is coordinated and delivered under the supervision of Carsten Opitz.



### Target

Persons in charge of corporate administration



### Duration

6 hours



**Languages**  
(multiple available)  
English, French



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# Corporate administration for S. à r. l., S. A. and S. C. A.

## Objectives

The aim of this training is to present the role of the officer in charge of corporate administration of Luxembourg companies by giving a detailed description of the main corporate secretarial actions to be undertaken as well as of the applicable laws.

The scope of this training is limited to non-regulated *sociétés à responsabilité limitée*, *sociétés anonymes* and *sociétés en commandite par actions*.

## Content

### Introduction and news

- Explanations on RBE
- General rules on domiciliation

Main characteristics on S. à r. l., S. A., S. C. A. and SCS post 2016 company law reform

### Incorporation

- Decision maker and legal documentation to be set up
- Actions to be taken in connection therewith

### Register of shareholders

- Content
- Practical example to complete a register

### Transfer of registered offices

- Decision maker and legal documentation to be set up
- Actions to be taken in connection therewith

### Change in Management

- Case of changes of directors/ managers (appointment - dismissal - resignation)
- Decision maker and legal documentation to be set up
- Actions to be taken in connection therewith

#### Appointment of auditors

- Statutory appointment
- Contractual appointment

#### Approval of annual accounts

- Decision maker and legal documentation to be set up
- Actions to be taken in connection therewith
- Practical example

#### Liquidation

- 3 steps liquidation
- Simplified liquidation
- Legalization / apostille of documents

#### Conclusion

#### Questions & Answers