



Annual reports and AGMs

Providing our support | 2020-2021

ALLEN & OVERY

[allenoverly.com](https://www.allenoverly.com)

A dedicated top-tier specialist team

Companies are under increased scrutiny and face a raft of legislation and best practice codes. Our specialist team works with our clients to help them navigate these challenges and also to understand how they will impact their next annual report and AGM.

Clients benefit from:

- A dedicated team of specialist senior lawyers with decades of experience advising listed clients on their annual reports, AGMs and ongoing corporate governance arrangements
- Up-to-the-minute knowledge of the law, regulation and best practice guidance
- A highly informed overview of market practice and the issues that are engaging institutional shareholders
- Technical and practical advice on AGM planning, including electronic and hybrid AGMs and best practice for shareholder engagement
- Insight into developing reporting themes, including the impact of the pandemic and climate change

Ranked **top tier**. Allen & Overy LLP acts across the **full spectrum of corporate governance issues**, with dedicated teams handling **AGMs and annual reporting and environmental, social and corporate governance reviews**.

“The responses are **fast, to the point and leave me with no further questions or doubt** as to how I will proceed.”

Legal 500 UK 2021 (Corporate Governance)

A market-leading team to keep you at the forefront of developments

Our specialist team advises on annual reports, AGM preparation and ongoing corporate governance arrangements for more than 30 listed clients per year from across the FTSE index and AIM.

“It is the **depth of experience** and expertise across a **broad range of organisations** and issues that stands out in comparison to competitors.”

Legal 500 UK 2021 (Corporate Governance)

Our specialist team:

Annual reports and AGMs



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“The **responsiveness** of the team and the **commercial acumen** that they apply to a range of complex situations and problems are **valued greatly.**”

Legal 500 UK 2021 (Corporate Governance)

A bespoke service

By working in collaboration with you, we can put together a package that best suits your needs and your preferred working style.

The team's work includes:

Supporting you through the preparation of your annual report, including reviewing the strategic report, and the governance and remuneration reports.

Helping you prepare your AGM documents, including reviewing the Notice of AGM, proxy form, Chairman's script and other ancillary documents.

Advising you on the format of your AGM, including advice on electronic and hybrid meetings and shareholder engagement best practice. Providing a venue for your AGM, where appropriate.

Advising on executive pay including any amendments to your directors' remuneration policy and on share schemes.

Advising on amendments to your articles of association, to maximise flexibility for the future.

Ensuring appropriate compliance with the UK Corporate Governance Code or QCA Code, related guidance and institutional investor best practice.

Advising on the operation of board committees, including updates to terms of reference.

Providing training, including an annual corporate governance seminar or podcast for all clients, and tailored training on annual report and AGM preparation upon request.

Advising on directors' service contracts and letters of appointment.

“We received a **high level** of **carefully thought-out** and **bespoke advice**.”

Legal 500 UK 2021 (Corporate Governance)

Useful value-added services

Annual General Meetings Online

Our online service will help you prepare for a compliant annual report and a successful AGM. It includes:

- Practical points and legal requirements to consider when preparing for your AGM
- Technical advice on giving members notice of the AGM
- Downloadable, detailed checklists to help you prepare your annual report
- An aide-mémoire summarising issues that may arise during your AGM
- Examples of questions frequently asked by shareholders attending AGMs
- A reminder of matters to be dealt with after your AGM
- A search function for key terms

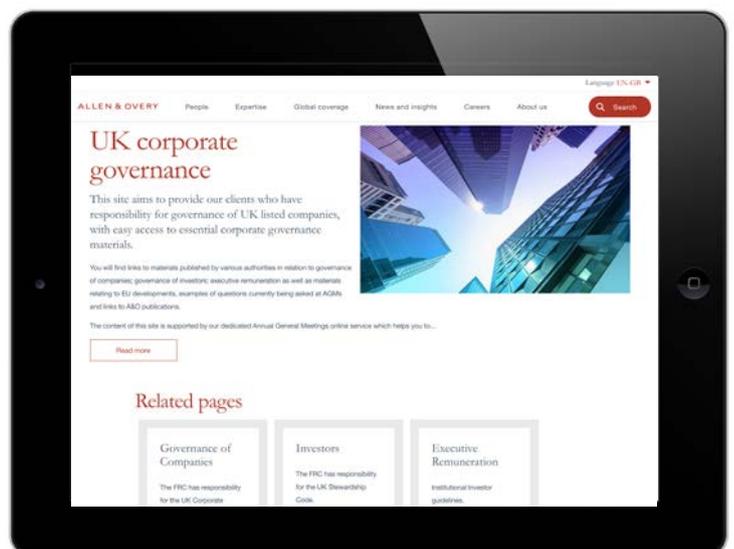
For more information or to arrange a demonstration, please contact your usual Allen & Overy relationship contact or email: agmsonline@allenover.com

Your one-stop-shop for UK Corporate Governance materials

This site contains links to materials published by various authorities in relation to governance of companies, governance of investors and executive remuneration, with a focus on the materials most recently published. The site also provides quick and easy access to relevant A&O publications.

“Consistently exceeded expectations.”

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GLOBAL PRESENCE

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