



Namibian Corporate Trustee and Secretary Services (Pty) Ltd

Corporate Trustees

Company Secretaries

Corporate Governance Advisory



Who we are

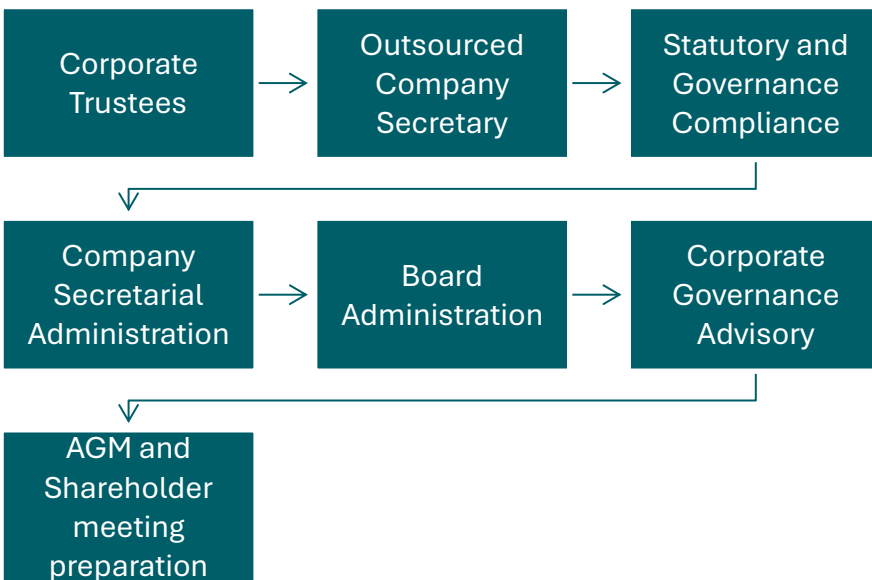
*Namibian Corporate Trustee and Secretary Services (Pty) Ltd (**NCTS**)* is a registered legal entity in Namibia and a trusted provider of tailored governance, board support and trustee administration services across Namibia.

Our core focus lies in strengthening compliance and governance through robust statutory support and advisory services.



Our Services

We offer a wide range of services, including Corporate Trustees, Company Secretaries, Board Administration and Corporate Governance Advisory services





Corporate Trustees

Trust Administration online at the Master of the High Court.

Acting in capacity as trustee.

Monitoring of adherence with trust deed.

Maintenance of trust documents and records.

Holding of all trust related documents in safe custody.

Acting as the registered office of the trust.

Calling (and chairing where requested) at least one trustee meeting per annum, keeping minutes at said meeting and maintenance of minute book.

Attending to the statutory obligations, including, any compulsory communication with the Master of the High Court.

Estate Administration



Outsourced Company Secretary

- We offer professional Company Secretary services to all businesses on an ad hoc or retainer basis.
- This flexibility enables you to save the costs associated with full-time employment in the long run.
- We are flexible and use different approaches in different situations to tailor your needs.



Statutory and Corporate Governance Compliance

- Guide companies on governance and compliance matters to protect stakeholder interests.
- Ensure that all secretarial duties are performed in accordance with the Namibian Companies Act, NamCode, and King IV principles, and other relevant legislation.
- Following governance frameworks and ensuring that companies operate ethically and transparently according to established standards.
- Ensure timely preparation, submission, and filing of all statutory notices and returns as required by law.



Company Secretarial Administration

Company Secretarial Administration services are outsourced to PKF FCS. It includes:

- BIPA registrations and amendments.
- Company share register maintenance.
- Company register update and maintenance.
- Beneficial ownership register maintenance.
- Annual compliance and submissions at BIPA.
- Manage and store official Company documents securely for ease of access and audit purposes.



Board Administration



PREPARATION AND CIRCULATION OF MEETING NOTICES, AGENDAS, AND SUPPORTING DOCUMENTATION.



ATTEND BOARD AND COMMITTEE MEETINGS (IN PERSON OR VIRTUALLY) TO OVERSEE PROCEEDINGS AND ENSURE COMPLIANCE WITH GOVERNANCE PROTOCOLS.



RECORD, PREPARE, AND DISTRIBUTE ACCURATE MINUTES OF MEETINGS.



TRACK AND DISTRIBUTE ACTION ITEMS ARISING FROM MEETING RESOLUTIONS.



ADMINISTER AND UPDATE ANNUAL INDEPENDENCE CONFIRMATIONS AND DISCLOSURE REGISTERS FOR DIRECTORS AND PRESCRIBED OFFICERS.



MAINTAIN CONFLICT OF INTEREST REGISTERS AND ENSURE TIMELY UPDATES.



Corporate Governance Advisory





Annual General Meeting

Preparations for AGM and general shareholders meetings, including all administration.

- Drafting and distribution of notices.
- Proxy and attendance management.
- Quorum validation.
- Minute-taking and statutory filing.
- Chairperson and Company Secretary coordination.
- Drafting of resolutions for approval at the meeting.





Companies Act

Responsibilities and compliance

Acting in accordance with the Namibian Companies Act, the Company Secretary will:

Provide: the Board with guidance on its duties, responsibilities, and powers.

Ensure: compliance with applicable legislation and the Company's constitutional documents.

Maintain: minutes of Board and Committee meetings, as well as resolutions.

Certify: in the Annual Financial Statements that the Company has lodged all required returns.

Oversee: the proper administration of shareholders' meetings, including notices and proxy management.





Affiliations and registrations



Affiliation Body	Abbreviation	Registration detail
Financial Intelligence Centre	FIC	Registered as an Accountable Institution in terms of the Financial Intelligence Act 13 of 2012 as amended (FIA).
Chartered Governance Institute of Southern Africa	CGISA	We have a technical subscription with CGISA. This gives us access to International Corporate Governance knowledge and training.



Our team

Role

Managing Director, with 19 years extensive experience in bookkeeping, accounting, taxation, payroll (labour) and audit engagements.

Coupled with over ten years as manager, partner and director at **PKF Financial Consulting Services (Pty) Ltd (PKF FCS)** Jeanine is an asset to any business.

Experience

Jeanine completed her B. Compt degree through UNISA (2006 – 2008) and continued to do her Honors degree with CTA status in 2009.

She passed her Public Practice Examination during 2013 and registered both with Public Accountants and Auditors Board of Namibia (PAAB) as well as with the Institute of Chartered Accountants of Namibia (ICAN).

She also became a practicing member of the Namibia Institute of Professional Accountants during 2009 after passing her final examinations and required articles.

Jeanine also serves on the ICAN Shadow Board, Auditing and Accounting Standards Committee from 2021.

WALVIS BAY



Managing Director: Jeanine Du Toit

Hon. B. Compt; NIPA; CA(Nam)

Email: info@namcts.com



Our team

Role

Director, with more than 30 years experience in Tax, Advisory and Accounting Services.

Harald is in charge of auxiliary services, and specializes in Estates, Trust Management services, Business Broking, Arbitration, and more.

Experience

Harald completed his B. Compt from UNISA in 1989 and his Hons. B. Compt in 1993. He also completed a course in Administration of Estates in 1998 from UNISA. He was employed as an articled clerk with Ernst & Young from 1988 to 1990. In 1991 he worked at Deloitte's as Senior Accountant, and from 1992 to 1996 he worked as Senior Accountant and Consultant for several high-profile companies.

In 1996 he joined Financial Consulting Services CC and served as Executive Principal until February 2014.

Harald has developed and centralized Auxiliary Services, the Estates Division and Trust Management Services.

WINDHOEK



Director – Harald Hecht

Hons. B. Compt; NIPA

Email: harald.hecht@pkf-fcsnam.com



Our team

Role

Executive Director, with more than 20 years experience as Executive Assistant to the CEO, Company Secretarial Administrator and Board Secretary services.

Alta is in charge of Company Secretarial Services at NCTS.

Experience

Alta completed her CIS1 diploma at UNISA in 2009, through the Chartered Governance Institute of Southern Africa (CGISA). She also completed a course in Administration of Estates in 2023 from UNISA. Prior to moving to Namibia in 1996, Alta was employed as member administrator and Board Secretary for HOSPERSA in South Africa. She also worked as temporary Minutes Secretary for Rössing Uranium during wage negotiations.

Alta started her employment at PKF Financial Consulting Services (Pty) Ltd in 2006 until retirement at the end of May 2025. Her career at PKF FCS included the supervision of the Secretarial Administration department, as well as Board Secretary services to the PKF FCS group of companies, and minutes secretary to various clients. She also worked as Executive Assistant to the CEO from 2009.

Alta developed a work procedures manual for the Secretarial Department and provided training to PKF FCS Secretarial staff.

SWAKOPMUND



Executive Director – Alta Engelbrecht

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Contact us

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