About Us

* PD Ryan Services (‘’PD Ryan’’) is a corporate service outfit that provides custom made corporate governance advisory, corporate secretarial, compliance, tax and training services to organizations.
* Our vision is to be a lead corporate governance advisor, corporate secretary and trainer, providing bespoke advice, solutions, and services to profitmaking and not-for-profit organizations globally.
* We are committed to excellent service delivery to ensure client satisfaction while building relationships and trust with our clients and raising a happy team that learns continually.
* At PD Ryan, we are passionate and focused on providing bespoke, practical and timely solutions to our clients.

Services

1 Business Formation

* Advise and assist with the incorporation or registration of profitmaking and not-for-profit organisations at the Corporate Affairs Commission
* Headhunting and nomination of directors for appointment to fulfil regulatory requirement (for foreign owned companies).
* Assistance with bank account opening
* Availability of shelf companies

2 Corporate Governance Advisory

* Advise, review and drafting of Board and Committee Charters
* Advise, review and drafting of Corporate Policies
* Corporate governance review to ascertain an organisation’s level of compliance with corporate governance principles and advise on compliance
* Board evaluation to ascertain the effectiveness of the committees, board and individual directors of an organisation

3 Compliance

* Compliance review, due diligence checks and advise
* Assistance with the procurement of the requisite permits for business operations Nigeria (business permit, NIPC and NOTAP registration and others)
* Filing of the requisite returns at the Corporate Affairs Commission, the Financial Reporting Council, the Securities and Exchange Commission, Nigerian Exchange Group and other regulators;

4 Corporate Secretarial Services

* Preparation and circulation of notices and agenda, action points and resolutions of Board and Committee Meetings, Annual General and Extraordinary General Meetings;
* Attending and taking record of minutes at Board, Committee and Annual General Meetings as well as Extra Ordinary General Meetings;
* Compiling, maintaining and updating of statutory records and registers;
* Advising on the constitution of meetings during and outside meetings;
* Recording and issuing share certificates as appropriate; and
* Liaising with auditors, bankers, regulators and other third parties (as authorized) to ensure a smooth run of the client’s business.

5 Training

* Induction of Directors and Senior Executives of newly incorporated/registered organisations as well as newly appointed Directors or Senior Executives
* Coordination and Facilitation of Board and Management Retreats
* Leadership and Management Training
* Coordination and Facilitation of Team Bonding Events

6 Liquidation

* Advise and assist with the winding up and dissolution of companies
* Advise and assist with striking off the name of a company form the register of companies at the Corporate Affairs Commission

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Description automatically generatedTeam

**Clementina Ramsey-Osere** is a Founder/CEO of PD Ryan Services. She is a Lawyer, a result-oriented professional who has advised on various subjects including incorporation of profitmaking and not-for-profit organisations, corporate governance, compliance, trust, striking off and winding up of companies to mention a few. She is skilful in organising corporate events such as board retreats and she is a certified corporate governance auditor and board evaluator. Clementina has drafted and reviewed agreements and corporate governance policies for a number of companies across sectors.

I will share other profiles later.