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Company secretary

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In short: A company secretary is an officer responsible for a company's legal administration: keeping statutory registers, preparing minutes and filing returns. UK private companies no longer need one, but public companies do, and countries such as Singapore, Hong Kong and Ireland require one.

Under section 270 of the UK Companies Act 2006, a private company is not required to have a secretary; the directors then carry out these tasks. A public company must have one. Elsewhere the rules differ: Singapore and Hong Kong require every company to appoint a secretary (in Singapore a local resident), and Irish private companies must have one too.

The secretary can often be a director, an individual or a corporate service provider, but in the UK cannot be the company's auditor.

See also

- Company director
- Statutory registers

References

1. Appoint directors and a company secretary . GOV.UK. Accessed November 2026.
2. Companies Act 2006, section 270: Private company not required to have secretary . legislation.gov.uk. Accessed November 2026.

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