



WGL Advisory Services

CIPC Secretarial Compliance Checklist

Client Readiness Checklist

Version / date	Version 1.1 2026-05-04
Document label	Client Readiness Checklist
Website area	Governance/compliance page, company secretarial support
Priority	Medium
Purpose	Help companies maintain statutory records and identify company changes that require documentation or CIPC updates.

Who this checklist is for

Company directors, members, company administrators and finance teams responsible for statutory company records.

When to use this checklist

Use it before a WGL consultation, onboarding, external submission, internal review or important business deadline.

Client / Matter Details

Client / entity name	Client to complete	Company registration number (if applicable)	Client to complete
Responsible officer	Client to complete	Policy / document owner	Client to complete
Evidence location	Client to complete	Review date	Client to complete
Remediation owner	Client to complete	WGL responsible person	Client to complete
Date completed	Client to complete		

How to use this checklist

Work through each requirement and tick one of the separate status boxes: Ready, Not Ready or N/A. Add notes/gaps, assign an owner and insert a due date. Attach or organise supporting documents before submitting the checklist to WGL. Where a requirement does not apply, mark N/A and explain why in the Notes / gaps column.

Main readiness checklist

Requirement	Why it matters	Evidence / documents to prepare	Ready	Not Ready	N/A	Notes / gaps	Owner	Due date
MOI availability	Improves data quality, automation readiness and responsible AI-supported reporting with human review controls.	System access, chart of accounts, sample transactions, source documents, privacy approvals, workflows and review controls.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Director/member register	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Securities/share register	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Beneficial ownership register	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Board and shareholder minutes	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Resolutions	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Share transfers/allotments	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Address/name/director changes	Confirms that company records, authority and statutory obligations are current before external use or submission.	CIPC registration documents, annual return confirmation, BO records, director/member records, registers and resolutions.	[]	[]	[]	Client to complete	Client to complete	Client to complete
Document retention and sign-off.	Helps WGL and the client confirm readiness, identify gaps and agree practical next steps before work proceeds.	Client to complete with current records, supporting documents and relevant evidence for WGL review.	[]	[]	[]	Client to complete	Client to complete	Client to complete

Before CIPC filing or statutory reliance

- Confirm the checklist relates to the correct entity, period and deadline.
- Gather source documents before marking an item as ready.
- Use consistent file names and keep a copy of all documents provided.
- Flag gaps, contradictions or missing records in the Notes / gaps column.
- Do not rely on unsupported information without WGL or professional review.
- Where urgent deadlines apply, contact WGL before external submission.

Red flags

- Key documents are missing, outdated or unsigned.
- Different records tell different versions of the same facts.
- No clear owner has been assigned to close gaps.
- Deadlines are unclear or close enough to create avoidable risk.
- Supporting evidence is not organised or cannot be traced.
- The client is under external pressure but the evidence pack is not ready.

Risk rating

Risk rating	Readiness interpretation	Recommended next step
GREEN	Mostly ready. Key records are available, current, complete, and internally consistent.	Proceed with normal review and keep evidence organised.
AMBER	Gaps require attention. Work can proceed, but issues may delay completion or increase review time.	Prioritise the action plan and agree responsibilities with WGL.
RED	Urgent remediation needed. Significant missing records, compliance gaps, unresolved risks, or contradictions exist.	Book a scoping session with WGL before external submission, reliance, or use.

Next-step action plan

Gap	Action required	Responsible person	Target date	WGL support needed
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete
Client to complete	Client to complete	Client to complete	Client to complete	Client to complete

WGL Review Outcome

Ready for submission / use Minor gaps to resolve Significant remediation required Scope discussion required Not suitable for submission / reliance yet

Reviewer: _____ **Date:** _____

Key comments: _____

Recommended next step: _____

WGL call-to-action

Send this completed checklist and supporting documents to WGL Advisory Services for review and practical next steps.

Disclaimer

This checklist is a practical readiness guide for discussion and preparation purposes only. It does not constitute legal, tax, audit, assurance, engineering, safety, regulatory certification, or investment advice. Client circumstances, current laws, current regulatory requirements, and source documents must be reviewed before reliance is placed on any output.

Source note

Prepared as a practical readiness aid using CIPC guidance, beneficial ownership and company secretarial terminology. Requirements may change. Always confirm current official requirements and client facts before external use.