



Corporate meetings in full
audio/video conference

By-Laws provisions allowing to hold corporate meetings entirely by means of telecommunication



What's new

According to Section 106 of Law Decree no. 18 dated March 17, 2020, today and throughout the pandemic spread it shall be possible to hold company meetings also exclusively “at a distance”, provided that the Secretary taking the minutes is in the (physical) place indicated in the notice of call.

On November 23, 2021, with recommendation no. 200, the Notary Council of Milan confirmed its orientation: according to Notaries, **even in the post-emergency context**, By-Laws provisions allowing meetings to be held **entirely** by means of telecommunications will be legitimate.



By-Laws

PwC TLS Lawyers are available to provide the necessary support for the amendment of the By-Laws.

The professional assistance shall include the analysis of the current By-Laws, the drafting of an amendment proposal to be shared in advance with the company’s management and the coordination with the Notary Public for the purpose to hold the Shareholders’ Meeting approving the amendments.



Benefits

Through this amended By-Laws, it will always be possible to hold corporate meetings with all the attendees in full audio/video conference by using a virtual conference platform, without the necessity for the notices of call to include the “physical” location of the meeting and to have the Chairman and the Secretary in attendance in the same place.

Corporate Secretarial Assistant – 1/3

Technological solutions developed by PwC TLS already provide for the digitisation of corporate processes: lawyers from the New Law team drafted the technical requirements for “Corporate Secretarial Assistant”, a software of the Legal Digital Suite dedicated to corporate affairs.

Features

- **Guided drafting of notices of calls and meeting minutes**, using templates set up in light of best practices and Client’s past experience.
- **Integration with companies’ email systems** to send documents generated and/or uploaded on Corporate Secretarial Assistant directly from the tool, so replacing e-mail exchanges among users.
- **Automatic notifications** when uploading a new document.
- **Customisable reports** at aggregate level and for single legal entity.
- Management of **follow-up activities** after a resolution is adopted such as, for example, the automated transmission of documentation to Supervisory Authorities.

The screenshot displays the 'Corporate Secretarial Assistant' web interface. The top navigation bar includes the PwC logo, user information 'Welcome Marco Bianchi (Logout) | Roma SpA', and language settings 'EN'. The left sidebar contains a menu with items like 'Corporate Secretarial Assistant', 'Overall dashboard', 'List of meetings', 'Meetings dashboard', 'List of meetings', 'List of corporate projects', 'Report', 'Corporate and personal details', 'Document Templates', and 'Documents and Sharing Assistant'. The main content area is titled 'SET UP A MEETING' and contains the following fields:

- Meeting manager: MB Marco Bianchi
- Date of meeting: 08/02/2022
- Start time: 15 : 00
- End time: 17 : 00
- Place of the meeting: Milano
- Type of meeting: Other Meeting
- Name of the meeting type: Board of directors
- Add a reminder: 1 day before the expiry date
- Participants: giacomo.verdi@mail.com, maria.neri@mail.com, serena.bianchi@mail.com

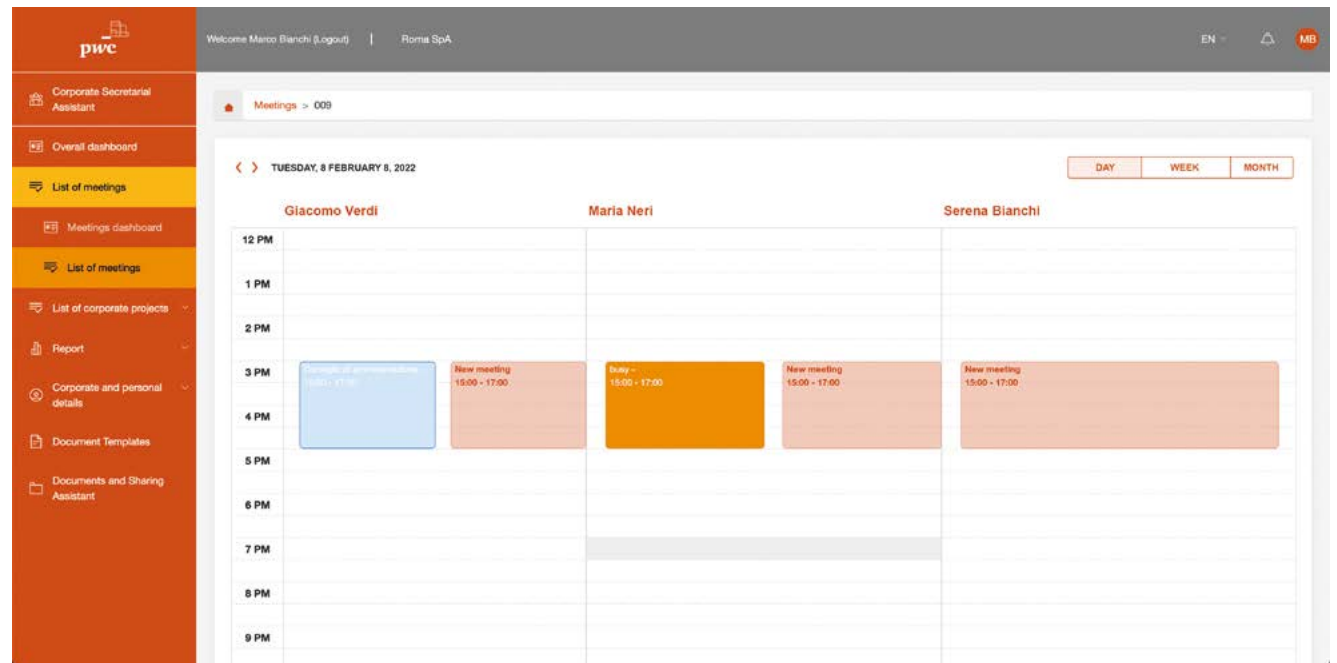
A 'CHECK PARTICIPANT AVAILABILITY' button is located at the bottom right of the form.

Corporate Secretarial Assistant – 2/3

Technological solutions developed by PwC TLS already provide for the digitisation of corporate processes: lawyers from the New Law team drafted the technical requirements for “Corporate Secretarial Assistant”, a software of the Legal Digital Suite dedicated to corporate affairs.

Features

- Corporate Secretarial Assistant can integrate with Microsoft Outlook, allowing to **immediately check the availability in the agendas** of those attending company meetings and to **set meeting invitations in Calendar**.



Corporate Secretarial Assistant – 3/3

Technological solutions developed by PwC TLS already provide for the digitisation of corporate processes: lawyers from the New Law team drafted the technical requirements for “Corporate Secretarial Assistant”, a software of the Legal Digital Suite dedicated to corporate affairs.

Features

- The integration with Microsoft Teams allows to **generate** – already within Corporate Secretarial Assistant – **the link to the meeting**, so as to ensure that it can be held in full audio/video conference, and **to check whether or not participants confirmed their participation in the meeting**.

The screenshot displays the Corporate Secretarial Assistant interface. The top navigation bar includes the PwC logo, user information (Welcome Marco Bianchi | Logout), company name (Roma SpA), and language settings (EN). The main content area shows a meeting titled '005' with a progress bar indicating three phases: Pre-deliberative Phase, Deliberative Phase, and Post-deliberative Phase. Below this, a table lists meeting details:

Field	Value
Created on	09/12/2021
Date of meeting	10/12/2021
Start time	10:00
End time	11:30
Type of meeting	Nuova Riunione

To the right, a 'PARTICIPANTS' section lists attendees with their roles and status:

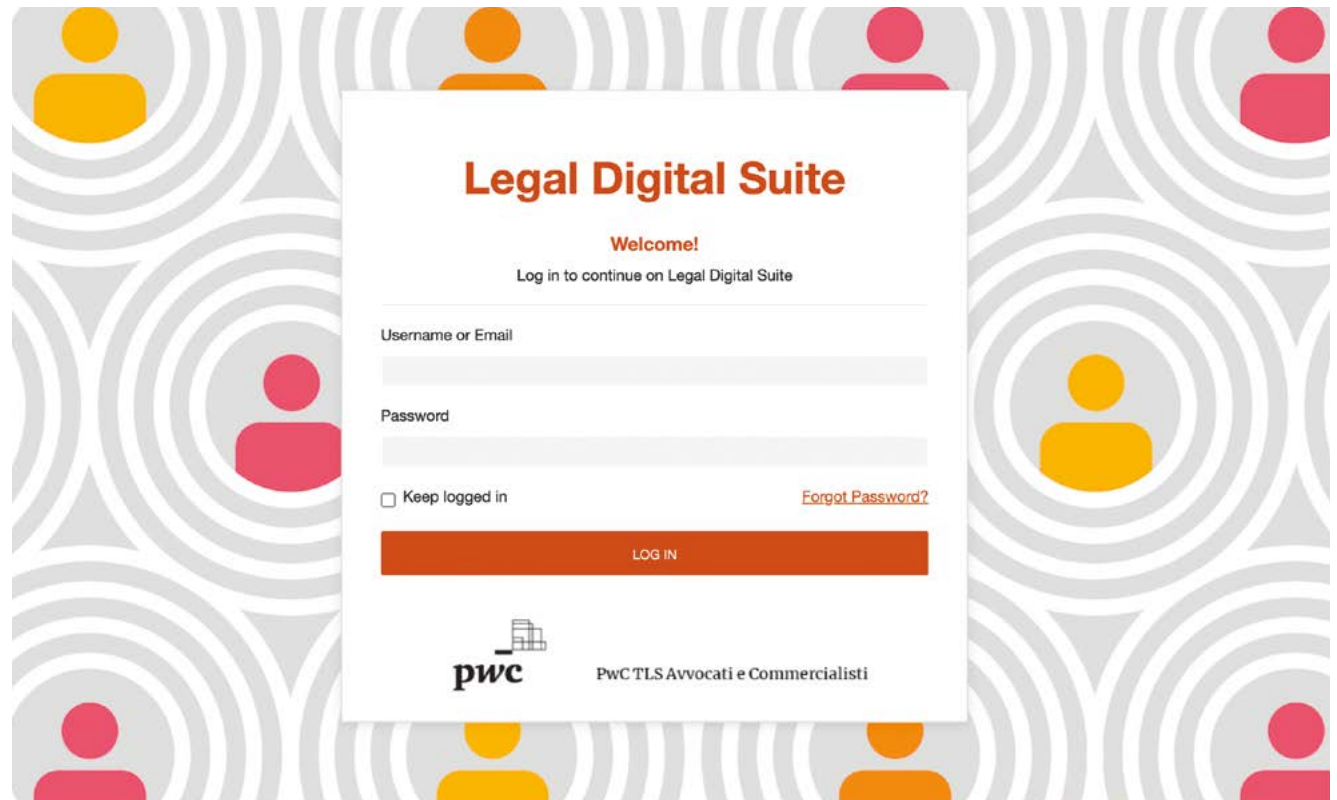
Name	Role	Status
test@visiaquantumtv.onmicrosoft.com	Head of Legal Department	Waiting for answer
marco.bianchi@visiaquantumtv.onmicrosoft.com	Marco Bianchi	Participant
daniele.ravaglia@visiaquantumtv.onmicrosoft.com	Item on the agenda managers	Refused participation
davide.spinelli@visiaquantumtv.onmicrosoft.com	Link Meeting	Waiting for answer

A 'JOIN' button is visible below the meeting details. The interface also includes a sidebar with navigation options like 'Overall dashboard', 'List of meetings', and 'List of corporate projects'.

Legal Digital Suite

Corporate Secretarial Assistant is part of “Legal Digital Suite”: the one and only legal software born in a law firm. This platform is the result of the synergy between the PwC TLS New Law team and the PwC Digital Innovation group.

- **Professionals imagine the best solution to suit client’s needs and IT experts develop it**, in order to offer legal services, in a digital and innovative way, always guaranteeing the **business compliance with any applicable law and regulation**.
- As a result of this collaboration, **Legal Digital Suite** was developed: a cloud-based, highly customisable technologic platform that makes the delivery of professional services faster and more accessible, while optimising costs for companies.
- We offer an exclusive proposal that combines the experience gained over many years of professional activity and the use of technology, with an integrated **compliance perspective** to support complex corporate groups, operating in Italy or abroad, including listed or regulated ones.





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To find out more, visit:

<https://store.pwc.it/en/products/corporate-secretarial-assistant>

