



## Anna-Marie Sautamas

Company Secretary | Trust Administration Manager  
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Anna-Marie's role as a company secretary and trust administration manager at ESI (offered through *ESI Secretarial Services CC*) demonstrates her expertise in corporate governance, compliance, and secretarial administration. Her prior experience as a secretarial consultant at a reputable auditing firm further solidifies her competence in this field.

### Related services

[Corporate](#)

### Languages spoken

English, Afrikaans

## Experience

Anna-Marie's experience includes:

- Managing the secretarial department at ESI
- Overseeing tasks such as the incorporation of various companies, close corporations (CCs), trusts
- Handling amendments including conversions, ensuring maintenance of clients' statutory documents and records, ensuring accurate filing, and keeping electronic registers updated
- Providing training on compliance with the Companies Act 28 of 2004 (as amended) and the Financial Intelligence Act 13 of 2012 (as amended), including regulations
- Monitoring annual duties payable for companies and CCs based on their financial periods, ensuring compliance with deadlines
- Capturing invoices and ensuring timely payments, including payment allocations and capturing receipts, credit notes issue, monthly financial report, approval of invoices
- Preparing meeting agendas and following up on action or resolution lists for future agenda items and liaising with sub-committee chair members regarding various corporate and compliance processes
- Attending to tax registration and ensuring all statutory files comply with prescribed processes

## Credentials

### Professional Qualifications

- Higher Certificate in Paralegal Studies
- Currently pursuing a law degree at STADIO Higher Learning (Namibia)
- Obtained various certificates via online academies