



# **Derisking Corporate Reporting: Dickenson's Comprehensive Approach for Company Secretaries**

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## Derisking Corporate Reporting: Dickenson's Comprehensive Approach for Company Secretaries

Navigating the intricate process of corporate reporting is a significant challenge for Company Secretaries. With an array of risks such as stringent deadlines, regulatory compliance, data accuracy, and the need for precise projections, the

role demands a meticulous and strategic approach. Dickenson's workflow and operational methodology are designed to address these challenges head-on, offering a robust solution to streamline and safeguard the reporting process.

### 1. Strategy and Concept Development:

Our first step is to establish a clear and focused reporting strategy. This involves setting a timeline that accounts for all critical stages, ensuring that deadlines are met without compromising the quality or compliance of the report. This strategic planning is crucial for avoiding last-minute rushes and potential delays.

### 2. Content Development and Writing:

Accuracy in content is paramount. We place a strong emphasis on crafting content that is not only factually correct but also compliant with regulatory standards. This includes careful avoidance of forward-looking statements that could lead to regulatory complications, ensuring that every piece of information is thoroughly vetted and validated.

### 3. Design and Layout Planning:

The design and layout of the report are more than just aesthetic considerations. They play a crucial role in how information is perceived and understood. Our team focuses on creating layouts that are both engaging and clear, reducing the risk of misinterpretation of data.

### 4. Digital Integration:

Recognizing the increasing importance of digital accessibility, we transform reports into digital formats that are user-friendly and interactive. This step is vital for broadening the reach of the report and catering to diverse stakeholder preferences.

### 5. Review and Revisions:

A rigorous review process is integral to our approach. We collaborate closely with clients for feedback and revisions, ensuring the highest levels of accuracy and compliance. This meticulous process is key to mitigating risks associated with data errors and regulatory non-compliance.

### 6. Final Approval and Publishing:

The final approval and publishing phase is managed with utmost precision, ensuring that the report is disseminated accurately and on time. This is crucial for maintaining the credibility of the reporting process and meeting stakeholder expectations.

### 7. Promotion and Distribution:

We assist in the effective promotion and distribution of the report, ensuring it reaches the intended audience through the most appropriate channels. This includes both digital and physical distribution strategies, tailored to the specific needs of the company.

### 8. Feedback and Analysis:

Post-publication, we focus on collecting feedback and analyzing the report's impact. This feedback is essential for identifying areas of improvement and making necessary adjustments in future reporting cycles.

### 9. Liaison with Printers and Other Stakeholders:

Efficient liaison with printers and other key stakeholders is a critical aspect of our service. We ensure that the physical copies of the report are produced accurately and distributed on time, overcoming any logistical challenges.

### Review and Revisions:

- Collaborating for feedback and revisions.
- Ensuring data accuracy and compliance.

### Design and Layout Planning:

- Creating a visual style guide.
- Designing page layouts and visual data representations.
- Developing Financial Pages Templates.
- DTP of Financials and Statutory Reports.

### Digital Integration:

- Converting to digital formats.
- Incorporating interactive elements.

### Content Development and Writing:

- **Profiling the company:** describing the essence of the company.
- **Authoring the MD&A:** Interpreting financial results and market trends.
- **BRSR:** Reporting on ESG practices and sustainability initiatives.
- **ESG through 6 Capitals:** Detailing ESG strategies and achievements.
- **Letters from CXOs:** Drafting messages reflecting ethos and vision.
- **Business Model Description:** Describing the business model and value chain.
- **Value Creation Infographics:** Designing visuals for value creation.
- **GRI Index Tables:** Aligning with GRI Standards for sustainability reporting.

### Final Approval and Publishing:

- Obtaining final approval.
- Publishing in digital formats.

## De-risking Report Development:

Dickenson's Holistic Solution for Integrated Reporting

### Strategy and Concept Development:

- Developing a central theme or concept.
- Aligning theme with brand and report objectives.

### Client Briefing and Data Collection:

- Understanding objectives and brand ethos.
- Gathering financial, environmental, and governance data.

### Feedback and Analysis:

- Collecting feedback on impact.
- Analysing performance for improvements.



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With Dickenson, Company Secretaries gain a trusted partner that understands the nuances and complexities of corporate reporting. Our team, equipped with expertise in every facet of the reporting process, provides a seamless and comprehensive solution. This partnership not only mitigates the risks inherent in corporate reporting but also elevates the quality and impact of the final report.

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*Manoj Saha is the Managing Director of Dickenson World, a leading Capital Markets Communication solutions company. He leads Dickenson World in Investor Relations, Corporate Reporting and ESG Advisory.*

Visit [www.dickensonworld.com](http://www.dickensonworld.com) to learn more about our services and how we can help streamline your corporate reporting process.



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