

CASE STUDY
MAY 2023

The Company

SEGRO

SEGRO is a UK Real Estate Investment Trust (REIT), and a leading owner, asset manager and developer of modern warehousing and industrial property. Trading for over 100 years, the company has created a portfolio of high quality assets across the UK and Europe.

The Business Situation

Bridgehouse began supporting SEGRO with Interim Company Secretarial and Governance support in 2022. This has involved providing two team members to execute an extensive range of services for SEGRO, which is dual-listed in the UK and France, and operates across nine jurisdictions in its pan-European real estate ownership.

Bridgehouse reports into the in-house team and as the team has expanded, has helped in the onboarding of new permanent junior staff members by providing training on systems such as Diligent entity management and Boardbooks. Bridgehouse provides SEGRO with services such as subsidiary company meeting support, keeping Diligent entity management up-to-date and the management of filings for the company UK subsidiaries. The Company Secretariat team at SEGRO supports the business in a large number of transactions, and one of Bridgehouse's key roles has been to keep extensive documentation up-to-date.

The Service

Our work with SEGRO includes but is not limited to:

Meeting And Documentation Support

- Subsidiary management – Review and update of subsidiary company information held on the Diligent entity management system; regular verification and filing of CS01 for SEGRO's UK subsidiary companies; production and circulation of Quarterly Group Structure Chart, including updating internal records to reflect entities acquired and liquidated during the quarter.
- Subsidiary board meetings – Pre-meeting support; subsidiary board meeting attendance; preparation of standard board minutes, resolutions and Companies House filings.

Uplifting governance

- Preparation of documents for the approval and filing of the financial statements for UK subsidiaries and liaising with local advisers to prepare the same documentation for some European subsidiaries.
- Supporting the preparation of the Governance pages and Related Undertakings Note in the SEGRO plc Annual Report and Accounts.
- Supporting in the delivery of the 2023 AGM through proof reading Notice of Meeting and ancillary documentation and assisting on-site on the day.
- Supporting on the administration of SEGRO's all-employee share schemes, including assisting with preparation of all-employee communications and filing of HMRC Returns on tax-advantaged share schemes.
- Worked closely with colleagues from the Company's UK Regional and European offices, and internal personnel across various departments.

Company Support

- Liaison and collaboration with the in-house Company Secretarial team.
- Filing of a wide range of compliance documents and coordination of information across teams based in multiple jurisdictions.
- Support in making regulatory announcements and filings to the London Stock Exchange and Euronext, Paris by preparing template announcements and acting as a "second pair of eyes" for the Senior Assistant Company Secretaries.
- Support in the onboarding of new junior in-house team members.

The Key Benefits

- **Professionalism** – The team is knowledgeable and professional, and possesses in-depth knowledge of the company.
- **Reliability** – Bridgehouse offers a trusted, high quality service that can be relied upon.
- **Flexibility** – Bridgehouse has provided two interim roles within the Company Secretariat, working both remotely and in-house. Our flexible approach has enabled the company to take its time to expand and restructure its team to match the growth of SEGRO's portfolio.

Uplifting governance

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“Bridgehouse’s Interim Company Secretarial support has helped us to grow our in-house team in a planned manner, while supporting a growing FTSE100 business and ensuring we maintain full governance and compliance across the Group.”

SEGRO plc

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