



**HAVEL & PARTNERS**

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# **A BRIEF GUIDE ON**

THE OFFICE OF A MEMBER OF THE STATUTORY  
BODY OF A BUSINESS CORPORATION  
| ADMINISTRATIVE BOARD MEMBER



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# INTRODUCTION

Dear Administrative Board Members, Clients, and Business Partners,

In our many years of experience in the legal profession, we understand regardless of the size or line of business of a company, all administrative board members face a range of duties and corresponding responsibilities.

Our team specialising in corporate law has been partnering with statutory bodies for more than twenty years. In addition to day-to-day assistance with the preparation of all types of corporate documents and analyses of related duties, we have long provided practical training and other consultancy advice to clearly explain the functioning of statutory bodies.

It is precisely because of the considerable complexity and comprehensiveness of the regulation of the duties of statutory body members that we have decided to prepare this brief guide. Its aim is to provide a clear and one-stop overview of the functioning of statutory bodies, the duty of due managerial care, control mechanisms, concerns, profit distribution and other basic attributes that every administrative board member encounters. Finally, we add a very simple calendar of corporate obligations that statutory body members face each year.

Whether you are a newly elected or an experienced member of a statutory body, we hope that this guide will make it easier for you to perform your office.

On behalf of the whole team, we wish you the most successful period while performing your office!

**David Neveselý & Ondřej Florián**

*partners responsible for the corporate law team*

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# COMMENCEMENT AND TERMINATION OF OFFICE

When establishing a joint stock company, shareholders may choose between two systems of the internal structure of a joint stock company. The first system is the so-called **dualistic system**, for which the law requires the establishment of two bodies, namely a board of directors and a supervisory board. The second system is the so-called **monistic system**, for which, on the other hand, the law requires the establishment of only one body within the governance of the company, namely the administrative board. Because of the various differences between the individual systems, this guide focuses only on the monistic system.

In the monistic system, the administrative board is the statutory body. By law, the administrative board has three members and is a collective body, which determines the way its will is formed (see page 7. for more details). However, the articles of association may provide for a different number of administrative board members so that the body may, for example, consist of a single member only. Individual members are elected and recalled by the company's general meeting, but the memorandum of association may entrust this power directly to a shareholder.

The office of an administrative board member is commenced upon election, i.e., upon the effectiveness of a resolution of the general meeting or of the sole shareholder. However, the resolution may also determine a later date of the commencement of the office. Therefore, the office is not commenced by the moment of registration of the management board member in the Commercial Register.



The office may be terminated in several ways. An administrative board member may resign from his/her office on his/her own initiative. In such a case, the office terminates on the date on which the resignation is discussed by the body that elected the member (i.e., typically the general meeting).

An administrative board member may also be expelled by the court (see page 13 for more details).

Last but not least, an administrative board member may also be recalled by the supreme body (the sole shareholder or the general meeting). In this case, too, the recall becomes effective upon adoption of the resolution. As in the case of commencement of the office, the resolution to recall the administrative board member from the office may also determine a later effective date.

The general meeting is legally obliged to elect a new member of the administrative board within two months if the office of one of the existing members has terminated. If the absence of a member (or several members) of the administrative board renders the administrative board unable to perform its function, the court may appoint the absent members of the management board, even without a motion, for a period until new members are duly elected. In extreme cases, the absence of a sufficient number of the administrative board members may lead to the dissolution of the company by the court and its consequent liquidation.

Administrative board members have a statutory term of office of three years. However, the articles of association may provide for a different length of the term of office. Upon expiry of the term of office, the office of an administrative board member terminates. Therefore, if an administrative board member is to continue his/her office after expiry of the term of his/her office, he/she must be re-elected in a timely manner.

**“IN EXTREME CASES,  
THE ABSENCE OF  
A SUFFICIENT NUMBER  
OF ADMINISTRATIVE  
BOARD MEMBERS  
MAY LEAD TO THE  
DISSOLUTION OF THE  
COMPANY BY THE COURT  
AND ITS CONSEQUENT  
LIQUIDATION.”**

# ACTIVITIES OF THE STATUTORY BODY

## Business management

The statutory body is responsible for the business management of the company. However, the law does not provide for a definition of the term “business management”. The answer to the question of what is meant by business management has been provided only by the Supreme Court's decision-making practice. The Supreme Court has concluded that business management means the organisation and management of the company's day-to-day business activities, in particular decisions on the operation of the company's business and related internal affairs of the company. According to the Supreme Court, it is irrelevant whether the business activities are carried out by the administrative board, an authorised administrative board member himself/herself or a third party authorised by the administrative board.

Simply put, business management is the day-to-day decision-making about the performance of the company's business activities. It is essential that business management is the exclusive scope of the powers of the administrative board. No one may give instructions to the administrative board regarding business management (i.e., not even the sole shareholder or the general meeting) and the administrative board should not itself comply with such instructions without its discretion. The exceptions are the formal request for giving an instruction sent by the administrative board to the shareholder (or the general meeting) and the so-called concern instructions.

A formal request for an instruction on the business management does not fully discharge an administrative board member of his/her duty to act with due managerial care in its entirety. The concern instructions are discussed in detail on p. 19.

**“NO ONE MAY GIVE INSTRUCTIONS TO THE MEMBER OF THE ADMINISTRATIVE BOARD REGARDING BUSINESS MANAGEMENT.”**

## Representation of the company

The process of representation of the company can be divided into two basic phases, namely (i) the phase in which the will of the company is formed, and (ii) the phase in which such will materializes into a specific act on behalf of the company.

## Formation of will

The will as to how to act on behalf of the company is formed within the administrative board. The act itself is, in principle, only the implementation of the statutory body's decision. In business management matters, the administrative board decides by a majority as a collective body. The administrative board should keep thorough records of its decisions and archive them. In case their potential liability for damage is assessed, the archiving of relevant records may typically be the very thing that will enable the administrative board to prove that it has acted with due managerial care. As a rule, it will be the administrative board (or only one of its members) being in the position of a defendant that will bear the burden of proof. Thorough archiving may thus save administrative board members from being held liable for the damage caused, as they might not otherwise be able to prove that their actions were correct.

## Acting on behalf of the company

Acting on behalf of the company means the acting of authorised persons on behalf of the company in legal relations with third parties – acting vis-a-vis third parties. The basic rule of acting on behalf of the company is that each administrative board member is authorized to represent the company individually.

**“THOROUGH ARCHIVING  
OF MANAGEMENT  
BOARD DECISIONS MAY  
SAVE ITS MEMBERS  
FROM A POTENTIAL  
OBLIGATION TO  
COMPENSATE FOR  
DAMAGE.”**

**FOR THESE REASONS,  
OUR CLIENTS USE OUR  
SERVICES, WHICH  
CONSIST NOT ONLY  
IN THE CORRECT  
AND COMPLETE  
PREPARATION OF  
DOCUMENTS, BUT ALSO  
OF ARCHIVING THEM  
AND MAINTAINING  
A FILE OF THE  
ADMINISTRATIVE BOARD  
DECISIONS, WHETHER  
IN PHYSICAL OR SECURE  
ELECTRONIC FORM.**

However, the specific manner of acting must always be in accordance with the manner of acting entered in the Commercial Register.

The articles of association may provide for a different manner of representation of the company. One such option may be, for example, the two-man rule, when at least two members of the administrative board must act jointly on behalf of the company.

In some cases, the manner of representation of the company is provided directly by law. For example, in civil court proceedings, the company is represented by the chairman of the administrative board or one authorised member.

## **Acting contrary to the above**

What is relevant is whether there has been an act contrary to the will-forming process or contrary to the rules of acting on behalf of the company. If an administrative board member has acted on behalf of the company without a prior decision of the statutory body, this may constitute a breach of the duty of due managerial care.

However, if an administrative board member acts in a manner contrary to the manner of acting on behalf of the company, it is possible that he/she will be bound by such an action in place of the company. The company will thus not be bound at all and will not, for example, be obliged to perform under the contract. However, the company may also approve such an action without undue delay (typically by correcting the originally incorrect manner of its representation).



# AGREEMENT ON PERFORMANCE OF OFFICE, REMUNERATION

All performance by a joint stock company for the benefit of an administrative board member for the performance of his/her office must be provided under an agreement on the performance of the office concluded between the company and the administrative board member and with the consent of the general meeting or the sole shareholder.

## Agreement on performance of office

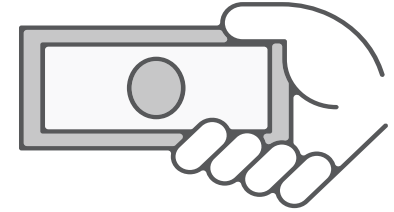
An agreement on the performance of the office is a contractual relationship between the company and an administrative board member. It provides for the rights and obligations of the parties. Primarily, it may serve to specify certain obligations of an administrative board member, the manner of performance of his/her office, but also to provide for the manner and amount of remuneration of the administrative board member for the performance of his/her office.

It is not an employment agreement and the conclusion of the agreement on the performance of the office does not establish an employment relationship. Therefore, the employment law principles do not automatically apply here. However, certain rules typical of the employment relationship may be expressly provided for (e.g., severance pay, certain benefits, etc.).

The agreement on the performance of the office must be in writing and approved by the general meeting. If not approved, the performance of the office is for no consideration. The agreement on the performance of the office may be approved both before and after its conclusion. However, until approval, an administrative board member is not legally entitled to remuneration.

**“ALL REMUNERATION PAYMENTS SHOULD BE SPECIFIED IN THE APPROVED AGREEMENT ON THE PERFORMANCE OF THE OFFICE. OTHERWISE, THIS COULD CONSTITUTE THE UNJUST ENRICHMENT OF AN ADMINISTRATIVE BOARD MEMBER.”**

**CLIENTS ARE ADVISED NOT TO UNDERESTIMATE THE AREA OF REMUNERATION AND CONCURRENCE OF FUNCTIONS. THE AGREEMENT ON THE PERFORMANCE OF THE OFFICE IS A KEY DOCUMENT WITH MANY BENEFITS FOR THE BODY MEMBER. OUR MANY YEARS OF EXPERIENCE ENABLE US TO THOROUGHLY AND CORRECTLY SET UP THE MUTUAL RELATIONS BETWEEN THE COMPANY AND A MEMBER OF THE ELECTED BODY OR TO THOROUGHLY REVISE THE ALREADY SET RELATIONS. THIS PROVIDES SUFFICIENT LEGAL CERTAINTY FOR BOTH PARTIES, WHO THUS AVOID THE RISK OF LATER LITIGATION, E.G., OVER THE SCOPE OF BENEFITS DRAWN OR THE SCOPE OF THE DUTIES OF A MEMBER OF THE ELECTED BODY.**



## Remuneration

Any remuneration payments that an administrative board member receives from the company for the performance of his/her office should be specified in the approved agreement on the performance of the office or, at the very least, should be approved by the body approving the agreement on performance of the office. Otherwise, this could constitute the unjust enrichment of the administrative board member. The company could (and, according to law, must) then enforce such payments back from the administrative board member.

For these purposes, remuneration is considered to be any benefit, whether monetary or non-monetary, received by an administrative board member from the company in connection with the performance of his/her office. This may be a fixed monthly remuneration payment (similar to a wage or salary), but also the provision of a company car or telephone for private purposes, various types of insurance and supplementary insurance, obtaining a share in the company, e.g. through a managerial programme, a profit share, participation securities or enabling their acquisition by an administrative board member or a person close to him/her, etc.

## Concurrence of functions

When performing the office of an administrative board member, care must be taken to avoid the so-called prohibited concurrence of functions. This means a situation where an administrative board member has concluded an employment agreement for a position whose job description overlaps with the description of the office of the administrative board member.

Typically, this situation can arise in positions such as sales director, CEO or CFO, etc. However, the specific job description of the position must always be assessed.

Such a situation is undesirable. The office of an administrative board member cannot be performed under an employment relationship. In addition, as the employment agreement will generally not be approved by the general meeting or the sole shareholder in these cases, the performance of the office will often be for no consideration.

That the office is for no consideration does not exhaust the risks. Case law has also dealt with cases where upon election to the statutory body the concurrent employment agreement was implicitly terminated, its effectiveness was interrupted, etc. Difficulties may also arise with the correct determination of health and social insurance premiums. It is therefore necessary to examine each case individually.

However, it is not excluded that a member of the statutory body has concluded an agreement on the performance of the office and at the same time an employment agreement for the performance of his/her work activities which will not overlap with the office of an administrative board member.

Therefore, we recommend that upon election to the office of a member of the statutory body, an agreement on the performance of the office be concluded and the existing employment relationship (if any) be appropriately modified according to the will of both parties.

**“ THAT THE OFFICE IS FOR NO CONSIDERATION DOES NOT EXHAUST THE RISKS. CASE LAW HAS ALSO DEALT WITH CASES WHERE UPON ELECTION TO THE STATUTORY BODY THE CONCURRENT EMPLOYMENT AGREEMENT IMPLICITLY TERMINATED, ITS EFFECTIVENESS WAS INTERRUPTED, ETC. IT IS THEREFORE NECESSARY TO EXAMINE EACH CASE INDIVIDUALLY. ”**

# DUTIES OF A MEMBER OF THE STATUTORY BODY

When performing his/her office, an administrative board member has many various duties, but the most specific of these, and probably the most important for the administrative board member, is the duty to act with due managerial care.

## Duty to act with due managerial care

Due managerial care means that a member of the statutory body must act with the necessary loyalty and care and always act on an informed basis and in the defensible interests of the company when taking business decisions.

In this regime, an administrative board member is not evaluated for the outcome but for the effort. It therefore depends on whether he/she has acted loyally, diligently, on an informed basis and in the interests of the company. If the answer is yes (and, as the case may be, the administrative board member can prove that these criteria are met in court), he/she will not be liable for the damage caused.

Due managerial care is a comprehensive concept that cannot be fully explained in a short paragraph. In general, however, concerning loyalty, an administrative board member should always put the interests of the company before those of the shareholders or even his/her interests. As far as expertise in general is concerned, an administrative board member does not have to be an expert in every conceivable field, but he/she must make the right judgment as to when it is appropriate to call for expert assistance.

**“AN ADMINISTRATIVE BOARD MEMBER DOES NOT HAVE TO BE AN EXPERT IN EVERY CONCEIVABLE FIELD, BUT HE/SHE MUST MAKE THE RIGHT JUDGMENT AS TO WHEN IT IS APPROPRIATE TO CALL FOR EXPERT ASSISTANCE.”**

## Sanctioning mechanisms related to due managerial care

If an administrative board member breaches the duty of due managerial care, he/she must release to the company the benefit he/she has received thereby. If he/she causes any damage to the company by this breach of duty, he/she is obliged to compensate for it. If he/she fails to compensate for the damage caused, he/she may even be liable to the company's creditors for debts that they fail to recover from the company to the extent that the administrative board member has not compensated for the damage. Thus, persons outside the company may also claim certain performance from him/her.

The court may also prohibit a member of the statutory body from performing the office of a member of the statutory body for up to three years if he/she repeatedly or materially breaches his/her duties.

If a member of the statutory body contributes to the company's insolvency by breaching his/her duty, the court may order him/her to return the benefits received under the agreement on the performance of the office for a period of two years backwards and, in an extreme case, to pay debts up to the amount for which the company's existing assets are insufficient.

Similarly, the remuneration of an administrative board member may be reduced if he/she has contributed to the unfavourable profit or loss of the company by performing his/her office.

This basic list of consequences can then also be extended in the agreement on the performance of the office.

**DUE MANAGERIAL CARE IS A VERY COMPREHENSIVE AND DIFFICULT TOPIC, BUT ONE THAT IS ABSOLUTELY ESSENTIAL TO THE PERFORMANCE OF THE OFFICE OF AN ELECTED BODY. TO THIS END, WE ORGANISE SEMINARS FOR CLIENTS TO EXPLAIN THE PRACTICAL ASPECTS OF THEIR DUTIES AND HOW TO DEAL WITH THE RISKS ARISING FROM THEIR OFFICE.**

**“IN GENERAL, AN ADMINISTRATIVE BOARD MEMBER SHOULD PUT THE COMPANY'S INTERESTS FIRST. HOWEVER, IF HE/SHE COMPLIES WITH THE CONFLICT-OF-INTEREST RULES, HE/SHE MAY ALSO PROMOTE HIS/HER OWN INTEREST TO THE DETRIMENT OF THE COMPANY UNDER CERTAIN CONDITIONS.”**

## Conflict of interest

When performing his/her office, an administrative board member may have a conflict between his/her own interests and the company's interests. In general, he/she should put the company's interests first. However, if he/she complies with the conflict-of-interest rules, he/she may, under certain conditions, also promote his/her interest to the detriment of the company.

An administrative board member has a direct conflict of interest if he/she plans to enter into a contract with the company. In such a case, he/she is obliged to inform the administrative board in advance. The general meeting (sole shareholder) may prohibit the conclusion of the agreement.

In other cases where there is not a direct conflict of interest, but an administrative board member has an indirect conflict of interest or becomes aware that a conflict of interest is imminent, he/she is also obliged to inform the administrative board and the general meeting (the sole shareholder).

The supreme body may suspend a member of the statutory body from performing his/her office in response to a conflict of interest. Acts taken in a conflict of interest without meeting these conditions may be ineffective or bind the administrative board member himself/herself in place of the company.

## Supervision of the company's activities

In a joint stock company with a monistic internal structure system, it is obligatory to establish only the administrative board as the only elected body. In addition to business management, it is also responsible for the supervision of the company's activities, which in a dualistic system is the responsibility of the supervisory board.

According to the legislature's setting, administrative board members should control themselves to some extent. It is therefore up to shareholders and, where appropriate, administrative board members to set efficient corporate governance and control mechanisms in order to avoid the obligation to compensate for any potential damage.

## Obligations related to shareholders' right to explanation and a qualified shareholder

When performing the office of a member of the statutory body, it must be taken into account that shareholders have certain rights to information (explanation). Compared to shareholders in an LLC, however, this right is significantly limited.

A shareholder of a joint stock company is entitled to request and receive at a general meeting the explanations of matters which are directly related only to the matters discussed at that general meeting or which are necessary for the exercise of shareholder rights thereat.

The statutory body of a joint stock company may refuse to provide an explanation only if it could cause harm to the company or the persons controlled, if it is inside or confidential information, or if the shareholder requires information that is publicly available.

### Qualified shareholder

The law recognizes shareholders who have a higher shareholding in the company than others and grants them special rights. The law sets out the precise limits which a shareholder's shareholding in a company must reach in order for the shareholder to be considered qualified. A shareholder must hold shares whose aggregate nominal value represents at least 1%, 3% or 5% of the company's share capital, depending on its absolute amount.

Special rights granted to qualified shareholders include, for example, the right to request the administrative board to convene a general meeting or to include a particular matter on the agenda of the general meeting that has already been convened. A qualified shareholder may also claim on behalf of the company damages from an administrative board member or payment of the issue price from another shareholder.

**CLIENTS ARE ADVISED  
TO THOROUGHLY SET THE  
COMPANY'S FUNCTIONAL  
GOVERNANCE AND  
CONTROL MECHANISMS  
IN THE ARTICLES OF  
ASSOCIATION.**

## BUSINESS GROUPS

The issue of business groups is an integral part of the world of business corporations. It is important for an administrative board member to recognize whether and at what level of a group the corporation is. From this assessment, the administrative board member must normally draw the consequences for himself/herself and his/her duties. However, for all levels, an administrative board member is obliged to act with due managerial care.

The level of intensity of integration into a business group can be expressed as follows:



**“HOWEVER, FOR ALL LEVELS, AN ADMINISTRATIVE BOARD MEMBER IS OBLIGED TO ACT WITH DUE MANAGERIAL CARE**



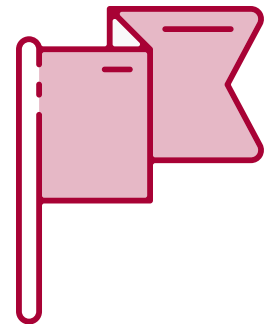
## Influence

In the first level of business groups, a distinction is made between influential and influenced entities. Both natural and legal persons may become influential entities. Only a business corporation may be an influenced entity.

In this case, the main focus is the influence of the influenced entity in a decisive and significant manner. As the terms themselves suggest, this will often be a one-off influence. The hallmark of influence is factual completion, i.e., that the influence has already occurred. If the influence causes damage to the influenced entity, the influential entity is obliged to compensate the influenced entity for the damage. The influential entity may be exempted from this obligation under certain conditions, but on the other hand it may also be liable to creditors for the damage caused. The influential entity may be an entity with a direct share in voting rights, a beneficiary under shareholder agreements, but also, for example, a significant creditor, business partner, etc.

## Control

In the second level of business groups, the law distinguishes between controlling entities, which may be both natural and legal persons, and controlled entities, which may only be business corporations. A controlling entity is an entity which may exercise decisive influence in the company, e.g., a majority shareholder. Unlike influence, the mere potentiality of such a state is sufficient to fulfil the characteristics of control. That is, the controlling entity may directly or indirectly exercise decisive influence in the business corporation. The statutory body of the controlled entity must prepare, inter alia, a report on relations in which the control is specifically described.



**CLIENTS ARE ADVISED TO FAMILIARISE THEMSELVES THOROUGHLY WITH THE CONCERN LAW REGULATION. THE ASSESSMENT OF THE POSSIBILITY TO CARRY OUT AN INSTRUCTION AND THE POTENTIAL LIABILITY FOR CARRYING IT OUT MAY HAVE SIGNIFICANT CONSEQUENCES FOR AN ADMINISTRATIVE BOARD MEMBER.**

## Concern

A concern does not have legal personality and therefore cannot have rights and obligations under Czech law. Also in this case, there are two types of entities, namely, dependant entities and dominant entities. A concern is established where the dependant entity (or more than one such entity) is subject to single management by the dominant entity or entities.

The advantage of the existence of a concern is the potential to discharge oneself of the obligation to compensate for damage caused by the administrative board (or an administrative board member) and the possibility of the dominant entity to give instructions to the administrative board regarding business management (and, within those instructions, to discharge itself of liability for damage).

## Discharging itself of the obligation to compensate for damage

In order for the dominant entity to discharge itself of the obligation to compensate the dependant entity for damage, the following formal requirements must be met:

- concern affiliation is published on the website;
- the damage has occurred in the interest of the concern;
- the damage has been or will be adequately compensated within the concern within a reasonable period of time;
- no insolvency of the dependant entity will occur as a result of the actions of the dominant entity toward the dependant entity.

## Instructions regarding business management within the concern

The body of the dominant entity may give instructions regarding business management to the bodies of the dependant entity if such instructions are in the interest of the concern. However, such an instruction regarding business management does not discharge a member of the statutory body of the obligation to act with due managerial care.

However, a member of the administrative board of the dependant entity may discharge himself/herself of liability for damage if he/she proves that the requirements for giving a concern instruction have been met and at the same time that he/she could have reasonably foreseen that any damage to the dependant entity resulting from the instruction would be settled within the concern.

In doing so, there must be circumstances for which the management board member reasonably believes that the damage will be settled with adequate consideration and within a reasonable period of time.

## Report on relations

A member of the administrative board of a joint stock company that is the controlled entity is legally obliged to prepare a written report on relations within three months of the end of an accounting period.

The report on relations will include, as a minimum, the structure of the relations between the controlling entity and the controlled entity, the role of the controlled entity within those relations, the manner and means of control, an overview of the acts taken in the last accounting period in which the controlling entity was involved, an overview of the contracts concluded between the controlled entity and the controlling entity, and an assessment of the advantages and disadvantages of control.

If the company prepares an annual report, the report on relations is part of it and is subject to audit.

**ALTHOUGH AN ADMINISTRATIVE BOARD MEMBER OF THE CONTROLLED ENTITY IS OBLIGED TO PREPARE A REPORT ON RELATIONS WITHIN THREE MONTHS, OUR PRACTICAL EXPERIENCE IS THAT MANAGEMENT BOARD MEMBERS OF MANY COMPANIES NEGLECT THIS OBLIGATION.**

# DISTRIBUTION OF THE COMPANY'S PROFIT

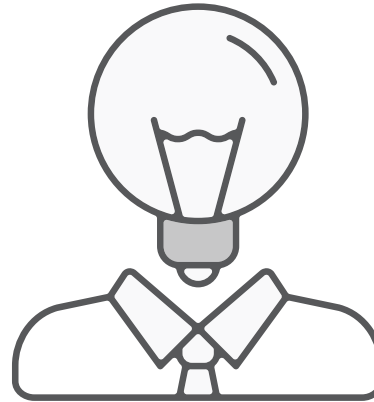
Making a profit is usually the primary objective of establishing a joint stock company. However, there are rules for its distribution that an administrative board member should know and follow. This is primarily because it is ultimately the administrative board member who decides on the actual payment of a profit share to shareholders.

## Determination of the amount to be distributed

The law imposes the obligation to deposit in the Collection of Deeds the proposals of the administrative board on the disposal of the company's profit or loss. This should be submitted by administrative board members to the general meeting (the sole shareholder), and as early as at this stage administrative board members should already know what amount of the profit or loss they can dispose of and how.

To that end, the law prescribes the obligation to draw up financial statements, which must be submitted to the general meeting for approval within six months of the end of the accounting period. Furthermore, the law contains several "capital tests", which should be applied by an administrative board member to determine the maximum amount he/she can propose to be distributed as a profit share.

**IN PARTICULAR, WHEN PROPOSING HOW TO DISPOSE OF THE PROFIT OR LOSS, CLIENTS MUST TAKE CARE THAT THE PROPOSED RESOLUTION SUBMITTED TO THE GENERAL MEETING MUST BE JUSTIFIED VERY THOROUGHLY.**



## Obligations before profit payment

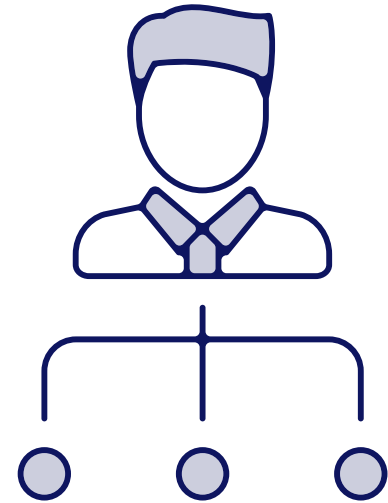
As mentioned above, following the resolution of the general meeting (sole shareholder) on profit distribution, it is up to the administrative board to assess whether to pay out the profit. Even within this decision, the statutory body must exercise a certain degree of discretion. First, an insolvency test must be prepared, and the company must not pay out a profit share if this would cause it to become insolvent.

As part of this phase, the statutory body should also consider whether it will pay out the profit less the withholding tax to each shareholder, and where and when it will send the relevant amounts. Even if the general meeting (sole shareholder) has decided on the distribution of the profit, the statutory body is responsible for its final correct payment.

**“FIRST OF ALL, AN  
INSOLVENCY TEST MUST  
BE PREPARED, AND  
THE COMPANY MUST  
NOT PAY OUT A PROFIT  
SHARE IF THIS WOULD  
CAUSE IT TO BECOME  
INSOLVENT.”**

**“IN ADDITION TO VARIOUS PUBLIC LAW PENALTIES THAT MAY ALSO RESULT FROM AN INCORRECT ENTRY IN THE REGISTER OF BENEFICIAL OWNERS, THE CONSEQUENCE IS ALSO A PROHIBITION ON THE COMPANY TO PAY OUT A PROFIT SHARE.”**

## REGISTER OF BENEFICIAL OWNERS



In particular, we would like to point out that the statutory body should also take care throughout the existence of the company to ensure that a correctly identified beneficial owner is entered in the Register of Beneficial Owners pursuant to the relevant statutory provisions.

In addition to various public law penalties that may also result from an incorrect entry in the Register of Beneficial Owners, the consequence is also a prohibition on the company to pay out a profit share to a person who should be registered as a beneficial owner or to a person who has not registered its beneficial owner. Such persons may not even exercise voting rights in the company.

# CALENDAR OF CORPORATE OBLIGATIONS

OBLIGATION	EXPLANATION	FREQUENCY / NOTE	DEADLINE
<b>Preparation of financial statements</b>	The company is obliged to prepare a formal record of the financial activities carried out in the previous accounting period. The bodies are obliged to draw up the relevant business reports.	Once a year.	
<b>Filing a corporate income tax return</b>	Obligation to the tax office. Please note that the company may have multiple tax obligations.	Once a year.	3 months after the end of the tax period. 6 months in the case of the obligation to have the financial statements audited.
<b>Preparation of the report on relations</b>	The statutory body of the controlled entity will prepare a written report on relations.	Once a year.	3 months after the end of the accounting period.
<b>Convening a general meeting</b>	The statutory body is obliged to convene a general meeting at least once a year (to discuss the financial statements, see below).	At least once a year. However, the obligation to convene a general meeting may arise more frequently.	So that the financial statements can be discussed no later than 6 months after the end of the accounting period.
<b>Discussion of the annual financial statements</b>	The general meeting is obliged to discuss the financial statements.	Once a year.	6 months after the end of the accounting period.
<b>Disposal of the profit or loss</b>	The statutory body should annually propose how the profit or loss will be disposed of.	Once a year.	Depending on whether a general meeting is convened.

OBLIGATION	EXPLANATION	FREQUENCY / NOTE	DEADLINE
<b>Obligation to publish relevant corporate documentation</b>	The company is obliged to deposit the following documents in the Collection of Deeds:		Without undue delay.
	a) financial statements, unless they are part of the annual report;		Within 30 days of (i) the auditor's verification and upon (ii) approval of financial statements and of annual report by the relevant body.
	b) auditor's report on verification of financial statements;	Under the terms of the Accounting Act.	
	c) annual report;	Companies that are obliged to have their financial statements audited.	
	d) proposal for distribution of profit or other own resources or settlement of loss, and its final form, if not already included in financial statements;		
	e) report on relations.	If the company is a controlled entity.	



OBLIGATION	EXPLANATION	FREQUENCY / NOTE	DEADLINE
	<p>The company is also obliged to deposit the following documents in the Collection of Deeds:</p>	<p>On a continuous basis.</p>	
	<p>a) articles of association, or amendments hereto (each time a new consolidated version);</p>		
	<p>b) decisions on appointment and removal of administrative board members;</p>		
	<p>c) other documents which must be deposited in special cases.</p>		
<p><b>Record keeping</b></p>	<p>The administrative board is responsible to the company for the proper keeping and storage of accounting records. The company keeps the following records:</p>		
	<p>a) financial statements and annual report for 10 years;</p>		

OBLIGATION	EXPLANATION	FREQUENCY / NOTE	DEADLINE
	b) accounting documents, ledgers, amortisation schedules, inventory lists, chart of accounts for a period of 5 years;		
	c) accounting records by which accounting units document the keeping of accounts, for a period of 5 years;		
	d) employee records;		
	e) tax records for a period of 3 years;		
	f) list of shareholders;		
	g) minutes of the sessions of the supreme body, including all annexes, for the entire period of its existence (+ after dissolution, if applicable);		
	h) other corporate records.		

# NOTICE

We hope that this guide has provided you with a useful basic overview of the selected rights, obligations and rules that are relevant to the performance of the office of an administrative board member. Due to the complexity and comprehensiveness of the issue of the performance of the office of an administrative board member, we have limited ourselves to a very brief explanation of some related selected issues. The calendar of corporate obligations in this guide is just a basic list of all obligations. In fact, there will be many more obligations depending on the company's scope of business, its size and other factors. This guide is not and cannot be a comprehensive legal opinion on the matter or legal advice on any of the areas discussed.

The areas described are only a brief summary of the issues involved. Nor can this guide be a substitute for legal advice on any particular matter covered in it. Moreover, each case must normally be assessed individually. We therefore recommend that you seek specific legal advice from a specialist in the relevant field. We are ready to assist you in this respect at any time.

This guide does not cover the business, technical, financial or tax aspects of performing the office of a member of the statutory body.

This guide does not address the issue of the intertemporal aspects of individual obligations, risks and claims. This guide has been prepared under Czech law and does not take into account the law of any other jurisdiction. If any issue indicated in this guide relates to any jurisdiction other than the Czech Republic, a qualified lawyer from the relevant jurisdiction should be consulted for specific advice. This guide is up-to-date reflecting the legal status effective as of 1 January 2023.

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