

Corporate Compliance Series

Seminar on

Company Meetings - Law and Practice in Singapore

Wednesday, 25 August 2010

2.00pm to 5.00pm

Stamford Raffles Room

3rd Level, Maxwell Chambers



Introduction

This seminar is to provide participants on updates of company meetings.

Seminar will cover the following topics:-

- A bird's eye view of the new Book Company Meetings – Law and Practice in Singapore
- The Legal Aspects of Company Meetings
- The Practicalities of Company Meetings
- Common Errors and How to Avoid Them
- Importance of Corporate Compliance

Speaker and Author

Dr Lee Fook Hong FCIS is a Practising Chartered Secretary and Management Consultant. He has previously worked with the former Income Tax Department, now known as the Inland Revenue Authority of Singapore ("IRAS"), and a firm of Certified Public Accountants. Prior to setting up his professional practice in 1969, he was the Group Tax Advisor to the Shell Group of Companies in Singapore, Malaysia and Brunei.

Currently he is Honorary Adviser and Chairman of the Education Committee of the Singapore Association of the Institute of Chartered Secretaries and Administrators (SAICSA), and also Adjunct Professor in the School of Business, SIM University (Uni-SIM). He has been a speaker at seminars and conferences and has published articles and books on taxation and Corporate Secretarial Practice.

Organiser:

Sponsor:



Who should attend?

Company Officers
Directors
Company Secretaries
Management Personnel
3 CPE Hours

Seminar on

Company Meetings - Law and Practice in Singapore

Administrative Details

A) Date/Time/Venue:

- Wednesday, 25 August 2010
- 2.00 p.m. to 5.00 p.m.
- Stamford Raffles Room, 3rd Level, Maxwell Chambers, 32 Maxwell Road, Singapore 069115

B) Seminar Fee:

| | | |
|----------------|----------------------|------------------------|
| SAICSA Members | Fee Inclusive 7% GST | Cheque made payable to |
| | \$53.50 | "SAICSA" |

C) Registration:

Please send your completed registration form by:

- Fax: 6334 4669
- Email: events@saicsa.org.sg
- Address : SAICSA, 149 Rochor Road, #04-05 , Fu Lu Shou Complex, S188425
- Website: www.saicsa.org.sg
- Upon receipt of registration form, a seat will be reserved for the participant and email confirmation of the events will be sent to all participants by Thursday, 19 August 2010.
- Full payment is chargeable for non attendance or no show. Alternatively you may find a replacement to attend.

D) The organisers reserve their rights to change the topics, format, speakers, date, time and venue or cancel the training owing to unforeseen circumstances.

E) Enquiries:

Ms Chen Bing / Ms Haslinda



Main: 6334 4302

Registration Form

Fax: 6334 4669

Seminar on

Company Meetings - Law and Practice in Singapore

Wednesday, 25 August 2010

2.00pm to 5.00pm

Stamford Raffles Room, 3rd Level, Maxwell Chambers, 32 Maxwell Road, Singapore 069115

| | | |
|--|--|-----------|
| Participant's Details:- | | |
| Salutation: | Mr. () Miss () Ms () Mrs () Mdm () Dr. () Prof. () | |
| Status: | FCIS () ACIS () Grad ICSA () Affiliate () Student : ICSA () EDCA() | |
| Full Name (Capital Letters): | | |
| Designation: | Email: | |
| Tel (Office): | H/P: | Fax: |
| Office Address: | | |
| | | Postcode: |
| Organisation/Company: <i>(for billing purposes)</i> : | | |
| Personal Registration : <input type="checkbox"/> (please tick if applicable) | | |

| | |
|--|--------|
| Contact Person (If different from participant) :- | |
| Full Name (Capital Letters): | |
| Designation: | |
| Tel: | Email: |

| Invoice No | Bank/Cheque No | Amount | Official Receipt | Remarks |
|------------|----------------|--------|------------------|---------|
| | | | | |

3 CPE Hours

MAP

Stamford Raffles Room, 3rd Level, Maxwell Chambers,
32 Maxwell Road, Singapore 069115

