



FUNDAMENTALS OF COMPANY SECRETARIAL PRACTICE

AIM

The course is specially designed for Corporate Secretarial Personnel to familiarise them with the fundamentals of company secretarial practice based on the Companies Act (Cap 50) of Singapore and ACRA regulations. It will be conducted over three full day's course or over six sessions for evening class.

FACILITATOR

Ms Valerie Lim FCIS, SAICSA Practising Chartered Secretary

COURSE CONTENTS

1. Business Entities in Singapore

- ◆ Types and Characteristics of Business Entitles.
- ◆ Selecting the right type of entity (Business Firms, General Partnerships, Limited Liability Partnerships, Companies).
- ◆ Name search.
- ◆ Registration procedures.
- ◆ Home Office Scheme.
- ◆ Constitutive documents (M&A).
- ◆ Salient statutory obligations.
- ◆ Roles of partners VS local manager.
- ◆ Pre-registration / incorporation do's and don'ts.
- ◆ Partnership Agreement.
- ◆ LLP

In association with:



Organisers:



SDF Grant for SMEs
18 CPE Points

COURSE CONTENTS Fundamentals of Company Secretarial Practice 2010 intake

2. Post-registration/incorporation matters

Additional approvals and licenses, publication of names, annual renewal, Medisave and costs, First Board resolutions, creation of statutory registers, issuance of share certificate(s), fixing financial year end, appointment of secretary, tax agent and auditors, opening of bank account, GST registration, etc

3. Directors/Secretaries/Auditors (of Company)

- **Directors**

Definition of directors, appointment of director in general, role, power, duties and liabilities of director, resignation, retirement, re-election and removal of director. Director's declaration of interests.

- **Company Secretary**

Definition of company secretary, qualification of company secretary, role, power, duties and liability of secretary, appointment, resignation and removal of secretary. Company Secretary's perspective of the requirements of Section 156 of the Companies Act.

- **Auditors**

Auditors of a company, appointment, resignation and removal of auditors.

- **Changes in particulars of directors, managers, secretaries and auditors.**

4. Shares – Allotment/Transfers

Different classes of shares, share value, procedure of allotment of shares, Register of Members and Register of Application and Allotment.

The law affecting transfer of shares, transfer form, restriction on transfer of shares, procedure of a simple transfer, notice of refusal, reasonable time frame for the exercise of pre-emption provisions, breach of pre-emption rights, blank transfers, stamp duty payable.

5. Financial Reporting – Financial Statements, Annual General Meeting, Annual Return

Annual General Meeting (AGM), statutory provisions regulating AGM, usual business of an AGM, special business, Meeting procedures, notice of meeting, quorum, chairman, drafting the AGM minutes.

Lodgment of Annual Return, Preparation of Financial Statements using FS Manager, XBRL reporting, penalties for non-compliance.

Administrative Details

Fundamentals of Company Secretarial Practice 2010 intake

A) VENUE: SAICSA Training Centre, 149 Rochor Road,
#04-05, Fu Lu Shou Complex, S (188425)

B) FEE: \$695.50 Incl. GST

C) REGISTRATION:

Please send your completed registration form by

Fax: +65 63344669

Email: events@ccmdpl.com.sg

Mail: 149 Rochor Road, #04-05 Fu Lu Shou Complex
Singapore 188425

PAYMENT: Fee will charge upon receipt of registration form. Cheque should be made payable to:
"CCMD PTE LTD".

D) REGISTRATION CONDITIONS:

Registration will be confirmed upon receipt of Registration Form and fee.

There will be no refund made for non-attendance.

CCMD Pte Ltd reserves the right to change the date, time and venue or cancel the course owing to unforeseen circumstances

E) SKILL DEVELOPMENT FUND (SDF):

For company-sponsored participants, SDF funding is available for **SMEs**.

Please log on to: www.skillsconnect.gov.sg. Up to \$2.00 per training hour support (eligibility criteria apply).

F) ENQUIRIES

- ❖ Ms Azian A. Bakar
- ❖ Ms Kris Tan
- ❖ Main: +65 6337 8860

