

MANAGING STATUTORY REGISTERS AND GUIDES TO COMPLY WITH STATUTORY FORMS REQUIREMENTS

COURSE OBJECTIVES

This course is specially designed for company secretaries and experienced support staff. This course will guide participants on how to complete and maintain the statutory registers. Key compliance issues arising from the duties of company secretary's pertaining to the maintenance of the statutory records will be discussed. This seminar will also assist the participants in understanding the regulations pertaining to prescribed forms and why certain relevant forms are required and the correct manner in completing them.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Update and maintain statutory books, statutory returns and other related documents.
- Extract information from statutory records correctly.
- Develop understanding of the legal regulation on prescribed forms.
- Prepare and lodge documents in correct manner.

COURSE CONTENTS

- Definition of the registered office.
- Statutory books, statutory returns and other documents.
- Maintenance of statutory registers including minutes books.
- How to extract information from statutory records?
- Updating and maintenance of registers after a corporate exercise.
- The Companies Regulations, 1966 governing prescribed forms.
- Correct manner in lodgement of forms and documents.

Trainers

Saidatul Ishan (SSM) & Liew Lee Kee.

Target Participants

Company secretaries, company secretarial staff, secretarial support staff, legal administrators, legal secretaries, company directors and anyone involved with updating and maintaining statutory books.

ADMINISTRATIVE DETAILS

Date	Event Code
14 Mar 2011	CS/KL/11/032
13 Oct 2011	CS/KL/11/100
Time	9am - 1pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM200
SSM CPE Points	4
PSMB Scheme	SBL

Fee inclusive of certificate of attendance, compact disc pre-loaded with seminar materials and refreshment.