

PRACTICAL & REGULATORY ISSUES AND SOLUTIONS TO YEAR-END COMPLIANCE MATTERS: AGM, AUDITED ACCOUNTS AND ANNUAL RETURNS

COURSE OBJECTIVE

This course is designed for Company Secretary and experienced support staff with the aims to:

- Assist them by providing support and guidance on a range of common tasks to do during year end.
- Help them by providing practical guidance on the holding of AGMs, appointment / resignation / removal of auditors, filling of annual returns and the audited financial statements of companies.
- Guide participants through the key compliance issues that must be addressed and provide hands-on training arising from the Company Secretary's duties.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Comply with Companies Act 1965's requirements relating to AGM, audited accounts and annual returns.
- Execute the common tasks relating to AGM, audited accounts and annual returns.
- Identify and resolve pitfalls arising from year-end matters.
- Describe best practices of AGM.

COURSE CONTENTS

- Overview of duties and responsibilities of company secretary during year end.
- Pitfalls on dating of audited accounts.
- Retirement / rotation of directors at AGM.
- Best practices of Annual General Meeting.
- Appointment / resignation / removal of auditors.
- Annual returns.
- SSM's related Practice Notes.
- Application for extension of time to the Registrar [S143(2)].
- Regulator's perspective on year-end compliance matters.

Trainers

Norhaiza Jemon (SSM) & Liew Lee Kee.

Target Participants

Company secretaries, company directors, chairmen, company secretarial staff, PA to the company secretary, legal manager auditors, accountants and anyone who are involved in AGM, preparing of accounts and annual returns.

ADMINISTRATIVE DETAILS

Date	Event Code
05 Apr 2011	CS/KL/11/046
06 Oct 2011	CS/KL/11/139
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, refreshment.