

COURSE OBJECTIVES

This course deals with the major aspects of a company secretary's work. It is specifically designed as an introduction to the work of the Company Secretary for newcomer to the profession and support staff. The workshop will cover from provisions of the Companies Act 1965 to aspects in acquiring the skills to carry out the duties and tasks that have to be performed by Company Secretary. Regulators' perspective on the law, SSM's surveillance and enforcement activities will be discussed throughout the course to reinforce the overall understanding on the subject matters.

LEARNING OUTCOME

By attending this course, participants will be able to:

- Explain how companies work and outline the roles and duties of the company secretary.
- Develop the essential skills to perform the major aspects of a company secretary's work.
- Develop a good understanding of the commonly referred to provisions in CA1965.
- Explain the roles and responsibilities of directors.
- Evaluate common offences committed by company secretary and its consequences.

COURSE CONTENTS

- Company Secretary – Status, powers, role and responsibilities.
- Importance of good corporate governance.
- Incorporation Of Companies – Types of companies and their differences. Step-by-step on incorporation of a company limited by shares and Memorandum and articles of associations.
- Post Incorporation – First board meeting, appointment of auditors, tax agent, opening of bank account, signage, common seal etc.
- Change of company's name, alteration of objects implications on directors.
- Company Directors – The role, duties and liabilities of directors. Appointment and removal. Executive and non-executive directors. Insights on salient features of the Companies (Amendment) Act 2007 and their implications on directors.
- Shares – Share capital, types of shares, share transfers and alteration of share capital.
- Meetings – Proceedings of meetings, annual general meeting, annual returns and accounts.
- Registered office, statutory books and statutory returns. General requirements relating to documents lodged with SSM according to Companies Regulations 1966.

- Common offences committed by Company Secretary.
- Briefing on E-lodgement Awareness Programme and Tour of SSM.

Trainers

Panel of speakers from SSM.

Target participants

Newly appointed company secretaries, company secretarial staff, PA to the company secretary, legal administrators and legal secretaries.

ADMINISTRATIVE DETAILS

Date	Event Code
24 & 25 May 2011	CS/KL/11/076
14 & 15 Nov 2011	CS/KL/11/158
Time	9am - 5pm
Venue	Menara SSM @ Sentral, Kuala Lumpur
Fee	RM400
SSM CPE Points	16
PSMB Scheme	SBL

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