

# 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 (Full Day), SAICSA Practising Chartered Secretary

## COURSE CONTENTS

### 1. Business Entities in Singapore

- ◆ Types and Characteristics of Business Entities.
- ◆ 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:



- Course Support Period from 01/12/2011 and 31/12/2012 Approved for All Companies.
- \$2 per training per hour.
- Total SDF funding support \$36.00.
- 18 Hours CPE

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**COURSE CONTENTS**  
**Fundamentals of Company Secretarial Practice**

**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**

**A) VENUE:** SAICSA Training Centre, 149 Rochor Road,  
#04-06, Fu Lu Shou Complex, Singapore 188425

**B) FEE:** \$695.50 Incl. GST

**C) REGISTRATION:**

**Please send your completed registration form by**

**Fax:** +65 6334 4669

**Email:** events@ccmdpl.com.sg

**Mail:** 149 Rochor Road, #04-06 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):**

- Course Support Period from 01/12/2011 to 31/12/2012 and Approved for All Companies.
- \$2 per training per hour.
- Total SDF funding support \$36.00.
- Please log on to: [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg).

**F) ENQUIRIES**

- ❖ Azian
- ❖ Nurul
- ❖ Tel: +65 6337 8860

## FUNDAMENTALS OF COMPANY SECRETARIAL PRACTICE

Year 2012

REGISTRATION FORM FAX: 6334 4669

FUNDAMENTALS OF COMPANY SECRETARIAL PRACTICE (Full Day) Course Dates				FUNDAMENTALS OF COMPANY SECRETARIAL PRACTICE (Evening) Course Dates			
Month	Every Wednesday 9.30am to 5.00pm	Closing Date	Please tick (✓) one	Month	Every Monday 6.30pm to 9.30pm	Closing Date	Please tick (✓) one
Mar	14 <sup>th</sup> , 21 <sup>th</sup> and 28 <sup>th</sup> Mar 2012	5 Mar 12		Apr/ May	23 <sup>rd</sup> , 30 <sup>th</sup> Apr and 7 <sup>th</sup> , 14 <sup>th</sup> , 21 <sup>th</sup> , 28 <sup>th</sup> May 2012	13 Apr 12	
May	9 <sup>th</sup> , 16 <sup>th</sup> and 23 <sup>rd</sup> May 2012	1 May 12		July/ Aug	16 <sup>th</sup> , 23 <sup>rd</sup> , 30 <sup>th</sup> July and 6 <sup>th</sup> , 13 <sup>th</sup> , 27 <sup>th</sup> Aug 2012	9 July 12	
Sept	5 <sup>th</sup> , 12 <sup>th</sup> and 19 <sup>th</sup> Sept 2012	27 Aug 12					
Nov	7 <sup>th</sup> , 14 <sup>th</sup> and 21 <sup>th</sup> Nov 2012	30 Oct 12					

### Participant's Details:-

Salutation: Mr. ( ) Miss ( ) Ms ( ) Mrs ( ) Mdm ( ) Dr. ( )

Full Name (Block Letters):

Designation:

Organisation:

Participant's email address:

Tel (Office): HP: Fax:

Billing/Office Address:

Postcode:

### Contact Person (If different from participant):-

Full Name (Block Letters):

Designation:

Tel: Email:

a)	Applying for SDF Grant?	Yes ( )	No ( )
b)	Please issue invoice?	Company ( )	Personal ( )
<b>CPE HOURS : 18</b>			

Invoice No	Bank/Cheque No	Amount	Remarks	Official Receipt