

# FUNDAMENTALS OF CORPORATE SECRETARIAL PRACTICE (FCSP)

## TRAINING PROGRAMME

# Y2018

### AIM

The Fundamentals of Corporate Secretarial Practice (FCSP) course is specially designed for existing and aspiring corporate secretarial personnel to familiarise them with the essential elements of corporate secretarial practice based on the prevailing company law legislation of Singapore and ACRA regulations.

### LEARNING OUTCOME

By attending this course, participants will be able to:

- Develop a good understanding of the objective and highlight of a company,
- Identify the role and responsibility of the key players in business,
- Understand the classes of shares and the law affecting,
- Understand statutes regulating AGM, Annual Return and Financial Reporting,
- Practical session on Bizfile+ transactions.

FCSP comprises of two parts namely: -

- Full day face to face sessions and
- Half-day hands-on session at ACRA's training centre.

### COURSE DURATION

**PART 1 (2.5 days)**  
Face to Face sessions

**PART 2 (Half-day am or pm)**  
Hands-on  
session

### FACILITATOR

Ms Tan Jun Mi ACS, Practising Chartered Secretary  
Chartered Secretaries Institute of Singapore (CSIS)

# COURSE CONTENTS

## PART 1

### MODULE 1

#### Understanding Business Entities in Singapore

- Types and characteristics of business entities
- Selecting the appropriate type of entity;  
Business Firms, General Partnership, Limited Partnership, Limited Liability Partnerships [LLP], Companies
- Name search
- Registered office address
- Home office schemes
- Constitution
- Salient statutory obligations
- Roles of partners vs local managers
- Partnership agreement
- LLP

#### Pre-incorporation, Incorporation & Post-incorporation matters

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

### MODULE 2

#### Directors / Secretaries / Auditors (of company)

##### Directors

Definition of directors, the appointment of a director, in general, role, power, duties and liabilities of the director, resignation, retirement, re-election, removal of director and 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.

##### Auditors

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

Changes in Particulars of Directors, Chief Executive Officer, Secretaries, and Auditors.





### MODULE 3

#### Shares – Allotment / Transfers

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

The law affecting the transfer of shares, transfer form, restriction on transfer of shares, procedure of a simple transfer, pre-emption provisions, stamp duty payable.

### MODULE 4

#### Annual General Meeting and Annual Return

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

### MODULE 5

#### Financial Reporting – Financial Statements

Overview of lodgement of Annual Return with/without XBRL, the requirements to prepare financial statements & its contents, dividends matter, audit exemption.

Note: Drafting of simple resolutions are included in the relevant topics.

### PART 2

### MODULE 6

#### Practical guide session on Bizfile+ transactions

Hands-on session by CSIS trainer (Dashboard, Biz transactions and Company transactions) are conducted at ACRA's training centre.

### COURSE DATES Y2018

S/N	MONTH	DAY	<b>PART 1</b> <b>FACE TO FACE SESSIONS</b> Venue: <b>FU LU SHOU COMPLEX</b>	<b>PART 2</b> <b>HANDS-ON SESSION</b> Venue: <b>ACRA</b>
			DAY 1 & 2: 9.30 am to 5.00pm DAY 3: 9.30 am to 1.30pm	DAY 4: 9.30 am to 12.30 pm (AM SESSION) OR 2.00 pm to 5.00 pm (PM SESSION)
1	January	Tuesday	9, 16 & 23 Jan	30 Jan 2018
2	March	Tuesday	6, 13 & 20 Mar	27 Mar 2018
3	April	Tuesday	3, 10 & 17 Apr	24 Apr 2018
4	May	Tues/Wed	8, 15 & 22 May	30 May 2018
5	June	Tuesday	5, 12 & 19 Jun	26 Jun 2018
6	July	Tuesday	3, 10 & 17 Jul	24 Jul 2018
7	August	Tuesday	7, 14 & 21 Aug	28 Aug 2018
8	September	Tuesday	4, 11 & 18 Sep	25 Sep 2018
9	October	Tuesday	2, 9 & 16 Oct	23 Oct 2018
10	November	Tues/Wed	7, 13 & 20 Nov	27 Nov 2018

**FEE (Inclusive of 7% GST): A registration fee of \$10.70 and Course Fee \$749.00**