

# 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:-

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

### COURSE DURATION

**PART 1**  
**LESSON 1, 2 & 3**  
**(2.5 days)**  
**Face to Face sessions**

**PART 2**  
**LESSON 4**  
**(Half-day, AM or PM session)**  
**Hands-on session**

### FACILITATOR

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

# COURSE CONTENTS

## PART 1

### MODULE 1 (LESSON 1)

#### **Understanding Business Entities in Singapore**

- Types and characteristics of business entities
- Name Search
- Registered office address
- Home office schemes
- Constitution
- Roles of partners vs local managers
- Selecting the appropriate type of entity; Business Firms, General Partnership, Limited Partnership, Limited Liability Partnerships [LLP], Companies
- Salient statutory obligations
- 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 (LESSON 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 (LESSON 2)

#### **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 (LESSON 3)

### 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 (LESSON 3)

### Financial Reporting – Financial Statement

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 (LESSON 4)

### 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

Lesson	Time	Venue
Lesson 1	9.30am to 5.00pm	CSIS, 149 Rochor Road #04-05 Fu Lu Shou Complex Singapore 188425
Lesson 2	9.30am to 5.00pm	
Lesson 3	9.30am to 1.30pm	
Lesson 4 (AM Session) OR Lesson 4 (PM Session)	9.30am to 12.30pm 2.00pm to 5.00pm	ACRA, 10 Anson Road, #05-01/15, International Plaza Singapore 079903

No.	Month	Day	Part 1 Lesson 1, 2 & 3	Part 2 Lesson 4 (AM or PM)
1	January	Tuesday	9, 16 & 23 Jan	30 Jan 2018
2	March	Tues/Wed	<b>MARCH, APRIL &amp; MAY SEATS FULLY REGISTERED</b>	
3	April	Tuesday		
4	May	Tues/Wed		
5	June	Tues/Wed	5, 12 & 20 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

Refer to our online registration website for availability of training dates:-  
<https://goo.gl/BpjbVK>



## ADMINISTRATIVE DETAILS

### COURSE FEES PER PARTICIPANT

<u>Course Fee</u>	+	* <u>Registration Fee</u>	=	<u>Total Fees Per Participant</u>
\$749.00		\$10.70		\$759.70

\* Registration Fee will be charged from 1st July 2017. Please be informed that registration fee is not eligible for Skills Development Fund and SkillsFuture Credit, hence, it is not within the purview of SkillsFuture Singapore.

### Enquiries:-

Tel: 6337 8860 (Nurul/Azian)

Fax: 6334 4669

Email: [events@ccmdpl.com.sg](mailto:events@ccmdpl.com.sg)

Address: 149 Rochor Road, #04-06, Fu Lu Shou Complex, Singapore 188425

### Terms & Conditions:-

- Registration will be confirmed upon receipt of registration form.
- The participant will need to make full payment of the course fee, and no refund will be made for cancellation less than 14 days before the course date.
- All cancellation can be made 14 days before course date, carries an administrative fee of \$53.50.
- An administrative fee of \$53.50 will be imposed for any changes of invoice, receipt, and certificate.
- Replacement classes are considered on a case-by-case basis.
- There should be NO CHANGE of participant for the whole course.
- CCMD Pte. Ltd. reserves the right to change the date, time and venue owing to unforeseen circumstances.
- CCMD Pte. Ltd. reserves the right to cancel or postpone the course due to unforeseen circumstances and also the right to reject any registration.

### FUNDINGS

#### Skills Development Fund (SDF) for Company Sponsored

- Funding are available for employers sponsoring employees who are either a Singapore Citizen or Permanent Resident.
- Approved for all companies

#### How to apply for Training Grant?

- Application for the SDF funding will be administered through [SkillsConnect](#).
- Companies can submit applications and claims through the online [SkillsConnect](#) platform and the funding will be awarded to those who meet the eligibility criteria.
- The training grant application can be submitted 30 days before the course start date and until up to 30 days after the course commencement.