

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 | JANUARY, MARCH & APRIL SEATS FULLY REGISTERED | |
| 2 | March | Tues/Wed | | |
| 3 | April | Tuesday | | |
| 4 | May | Tues/Wed | 2, 8, & 15 May | 22 May 2018 |
| 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

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.