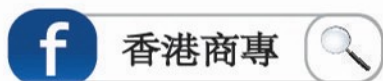


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Hong Kong
School of Commerce
香港商業專科學校

The course
will make reference to
the New Companies Ordinance (Cap. 622)
* Sample forms with practical case
studies will be given and discussed.

Practical Company Secretarial Practice (15 hours) 公司秘書實務應用課程 (15小時)

This Course is suitable for administrative and company secretaries who wish to acquire a working knowledge of secretarial practice for practical use.

Course Outline:

Lecture 1

Types of organizations & Incorporation of a company

- Types of business organizations
- Types of companies
- Promotion & Incorporation of Companies

Lecture 2

Types of shares

- Classes of shares
- Allotment of shares
- shares transfer & transmission of shares

Lecture 3

Duties & Powers of directors & company secretaries

- Duties
- Appointment, resignation & removal of directors
- Appointment, resignation of company secretaries

Lecture 4

Law of Meetings

- Types of company meetings
- Procedures for convening board and general meetings

Lecture 5 (A)

Annual Return, Annual General Meeting, Dormant Company

- Annual General Meeting and Annual Return
- Dormant company procedures

Lecture 5 (B)

Deregistration and Registration of Non-Hong Kong Company

- Deregistration
- Registration of non-Hong Kong Companies
- Reporting requirements

Course Schedule

Date: See Timetable

Time: See Timetable

CPD: 15 hours

Course fee: HK\$1,500



Reservation

