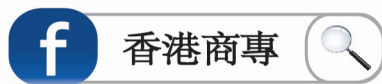


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Hong Kong  
School of Commerce  
香港商業專科學校

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

